

To: All Administrators, Department Chairs, Supervisors, and Staff

From: Krista Leitch Walker
Vice President of Human Resources and Strategic Talent Management

Subject: **FY24 Performance Evaluations for Administrators,
Department Chairs, Supervisors, and Staff**

Date: May 20, 2024

The Fiscal Year 2024 performance evaluation process for 12-month administrators, department chairs, and staff has been initiated in Workday. The process for 10-month staff evaluations began earlier this month, with notifications distributed directly to the relevant employees and their supervisors.

The FY 24 Workday evaluation form will retain the core components of the employee self-assessment and the supervisor/manager review of primary work and previously approved performance goals. This year, the college-wide competency section has been streamlined to eliminate redundancies. This change was implemented in response to feedback from employees and supervisors/managers.

Because supervisors/managers cannot start an individual employee's review until the self-evaluation is submitted, we encourage internal unit deadlines to ensure timely completion. **We strongly recommend that employees submit their self-evaluation in Workday by Friday, June 28, 2024. The college-wide deadline for all supervisor evaluations, which will conclude the annual review process, is Friday, August 16, 2024.** Employees can begin their self-assessment when they receive a Workday notification that their evaluation has been launched.

From May through September, a series of instructor-led training sessions providing guidance on writing self-evaluations, tips for supervisors for completing employee evaluations, and SMART goal-setting will be offered via Zoom. Specific session dates and registration information can be found on the [HRSTM Performance Management](#) and the [Workday Learning Performance Management](#) and webpages.

Timeline for 12-month Staff, Department Chair, & Administrator Evaluations		
Date	Task	Responsible Party
Monday, May 20, 2024	Launch the annual FY24 performance evaluation in Workday.	HRSTM
Friday, June 28, 2024	<i>Recommended</i> deadline for self-evaluation.	Employee
Friday, August 16, 2024	Deadline for supervisor evaluations and submitted acknowledgement by both employee and manager/supervisor.	Manager/Supervisor

Please note:

- New employees hired prior to October 1, 2023, are required to complete a FY24 annual performance evaluation.
- Deans must complete the FY24 performance evaluation for any department chair returning to faculty status on July 1, 2024.
- Department chairs returning to faculty status on July 1, 2024, must complete the FY24 performance evaluations of their staff direct reports.
- Employees who underwent a job change (promotion, transfer, etc.) after January 1, 2024, and report to a new supervisor will receive feedback from their former supervisor/manager regarding their performance prior to the job change.
- Managers/supervisors changing jobs between May 20 and August 31 must complete the FY24 performance evaluations of their direct reports **before** they change positions.
- Managers/supervisors separating (i.e., retiring or resigning) from the College must complete the performance evaluations of their staff direct reports before their last day.

Should you have any questions about performance evaluations, please send them to performance@montgomerycollege.edu or contact your designated Human Resources Internal Consultant (HRIC) as listed on the [Points of Contacts](#).

For Workday technical issues, please contact the IT Service Desk at 240-567-7222 or itservicedesk@montgomerycollege.edu.

Thank you.