MONTGOMERY COLLEGE

Memorandum

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

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

Subject: **FY25 Performance Evaluations for Administrators,
             Department Chairs, Supervisors, and Staff**

Date: May 16, 2025

The Fiscal Year 2025 collegewide performance evaluation process for 12-month administrators, department chairs, and staff will officially launch in Workday on Monday, May 19. The evaluation process for 10-month staff began earlier this month, with notifications sent directly to affected employees and their supervisors.

The FY25 Workday evaluation form continues to include the following components: 1) the employee self-evaluation, 2) the supervisor/manager evaluation of key responsibilities and previously approved performance goals, and 3) professional/career development goals. The college-wide competency section was streamlined last year to reduce redundancy and enhance clarity and remains the same.

Please note that supervisors and managers cannot begin an individual employee's evaluation until the self-evaluation has been submitted. **To support timely completion, we encourage departments to establish internal deadlines. Employees are strongly encouraged to submit their self-evaluations in Workday by Monday, June 30, 2025**. The college-wide deadline for all supervisor evaluations—which marks the conclusion of the annual review process—is **Friday, August 15, 2025**.

Employees can begin their self-evaluations once they receive a Workday notification indicating that their evaluation has been initiated.

From May through September, instructor-led Zoom sessions will be available to provide guidance on writing effective self-evaluations, best practices for supervisors completing reviews, and strategies for SMART goal-setting. For additional information on the Performance Management Philosophy, visit the [HRSTM Performance Management](#) website. Dates and registration details can be found on both the [HRSTM Performance Evaluations](#) and [Workday Learning Performance Management](#) webpages.

Timeline for 12-month Staff, Department Chair, & Administrator Evaluations		
Date	**Task**	**Responsible Party**
Monday, May 19, 2025	Launch of the annual FY25 performance evaluation in Workday.	HRSTM
Monday, June 30, 2025	*Recommended* deadline for submission of self-evaluations.	Employee
Friday, August 15, 2025	Deadline for supervisor evaluations and submitted acknowledgement by both employee and supervisor/ manager.	Supervisor/Manager Employee

Please note:

- New employees hired prior to October 1, 2024, are required to complete a FY25 annual performance evaluation.

- Deans must complete the FY25 performance evaluation for any department chair returning to faculty status on July 1, 2025.

- Department chairs returning to faculty status on July 1, 2025, must complete the FY25 performance evaluations of their staff direct reports.

- Employees who underwent a job change (promotion, transfer, etc.) after January 1, 2025, and report to a new supervisor should receive feedback from their former supervisor/manager regarding their performance prior to the job change.

- Managers/supervisors changing jobs between May 20–August 31 must complete the FY25 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 under our Points of Contact on the HRSTM webpage.

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

Thank you.