

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

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

Date: May 12, 2026

Subject: **FY26 Performance Evaluations for Staff, Supervisors, Department Chairs, and Administrators**

The Fiscal Year 2026 performance evaluation process has been launched in Workday for staff, supervisors, department chairs, and administrators. The process for 10-month staff evaluations began earlier this month, with notifications distributed directly to the relevant employees and their supervisors.

The FY26 Workday evaluation form will continue to include the core components of the process: 1) the employee self-assessment and 2) the supervisor/manager review of primary work and previously approved performance goals. This year, the college-wide competency section has been streamlined to reduce redundancy and make the process clearer and more manageable. This change was implemented in response to feedback from employees and supervisors/managers.

Employees may begin their self-assessment once they receive notification in Workday indicating that their evaluation has been launched. Because supervisors/managers cannot begin the supervisory review until the employee self-evaluation has been submitted, departments and units are encouraged to establish and clearly communicate internal deadlines that allow sufficient time for thoughtful review, discussion, and completion.

To support timely completion of the process, please note the following timeline:

- Launch of FY26 performance evaluations in Workday: **Week of Tuesday, May 26, 2026**
- Recommended deadline for employee self-evaluations: **Tuesday, June 30, 2026**
- Required collegewide deadline for supervisor/manager evaluations: **Friday, August 21, 2026**

Beginning in May and continuing through August, HRSTM will offer a series of instructor-led training sessions via Zoom to support employees and supervisors/managers through the evaluation process. Sessions will include guidance on writing self-evaluations, as well as best practices and tips for supervisors for completing employee evaluations. Specific session dates and registration information can be found on the [HRSTM Performance Evaluations](#) and the [Workday Learning Performance Management](#) webpages.

The following additional guidance is intended to ensure that FY26 performance evaluations are completed accurately, consistently, and by the appropriate supervisor or manager when employees experience employment changes, including new hires, job changes, status changes, position changes, or separation from the College.

- New employees hired prior to September 29, 2025, are required to complete a FY26 annual performance evaluation. Employees hired on or after September 29, 2025, are required to complete the six-month probationary evaluation in lieu of the FY26 annual performance evaluation.
- Deans must complete the FY26 performance evaluation for any department chair returning to faculty status by July 1, 2026.
- Department chairs returning to faculty status on July 1, 2026, must complete the FY26 performance evaluations of their staff direct reports before the status change.
- Employees who underwent a job change (promotion, transfer, etc.) after January 1, 2026, and now report to a new supervisor may receive feedback from their former supervisor/manager regarding their performance prior to the job change. For instructions on how to request or provide feedback to an employee in Workday, please refer to the [Give and Receive Feedback Job Aid](#).
- Managers/supervisors changing jobs between **Wednesday, May 20 and Monday, August 31, 2026**, must complete the FY26 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.

Performance evaluations provide a meaningful opportunity to reflect on accomplishments, recognize contributions, discuss growth and development, and align individual work with the

College's goals and priorities. Thank you for your continued engagement in this important process.