



Administrator, Department Chair, Supervisor and Staff Performance Evaluation Instructions & Guidelines for FY 2018

Purpose of the evaluation

The performance evaluation should be a fair and balanced assessment of the employee's performance during the current review cycle: July 1, 2017- June 30, 2018. As part of the performance evaluation, the supervisor is required to:

- Provide feedback (recognize accomplishments and recommend strategies for improvement);
- Confirm and clarify job duties;
- Work collaboratively to set performance and professional development goals for success in the following year.

Evaluation Template

There is one fillable PDF form that must be completed by the employee and the supervisor. The form is comprised of four sections that are outlined below.

Section A - Employee and Supervisor Information

Supervisor must complete Section A prior to sending to employee via email.

Section B – Employee Self-Evaluation

To be completed by the employee:

- Responsibilities, achievements, strengths and challenges for FY 18;
- Proposed performance goals for FY19;
- Proposed career/professional development goals for FY19.

Section C – Employee Recommendations for Future Evaluations

To be completed by the employee:

- Recommendations for future performance evaluation design and process.

Section D – Supervisor Evaluation of Employee

To be completed by the supervisor:

- Employee's achievements and strengths for FY 18;

- Employee's challenges for FY 18 and areas for improvement for FY 19;
- Feedback employee's career/professional development goals for FY 19;
- Overall assessment (check box) of employee's performance in FY 18.

FY18 RATING	EXAMPLES of DEMONSTRATED ACTIONS OR BEHAVIORS
<p>Needs Improvement: Did not consistently and/or accurately perform job duties as outlined in the position description; work and/or behavior expectations were not met; did not meet performance goals, deadlines, and/or supervisor's expectations; was not consistent and reliable in handling daily duties; may require more supervision than is expected.</p>	<ul style="list-style-type: none"> • Does not consistently accomplish assigned tasks, goals and expectations • Does not have adequate job knowledge to accurately complete and fulfill duties • Occasionally has difficulty solving problems • Demonstrates inadequate and/or inconsistent collegiality, collaboration, and/or customer service • Has difficulty managing multiple tasks and priorities • Requires substantial supervision to achieve work responsibilities
<p>Successful: Consistently and accurately performed job duties as outlined in the position description; consistently demonstrated collaborative and collegial behaviors; met performance goals, deadlines, and supervisor's expectations; regularly takes initiative to improve work standards and processes; results are significant, accurate, thorough, and of good quality; requires appropriate level of supervision.</p>	<ul style="list-style-type: none"> • Consistently accomplishes assigned tasks, goals and expectations • Has complete job knowledge to accurately complete and fulfill duties • Effectively and efficiently solves problems • Demonstrates collegiality, collaboration, and/or customer service • Able to effectively manage multiple tasks and priorities • Requires appropriate supervision/direction to achieve work responsibilities • Provides a solid, reliable, and meaningful contribution to the department/division
<p>Commendable: Performed job duties as outlined in the position description in an exemplary manner; exemplified collaborative and collegial behaviors; consistently exceeded performance goals, deadlines and supervisor's expectations; consistently takes initiative to improve work standards and processes; anticipated and took on additional duties beyond major responsibilities: 1. completed a major</p>	<ul style="list-style-type: none"> • Always accomplishes assigned tasks, goals and expectations • Has extensive job knowledge to accurately complete and fulfill duties • Demonstrates leadership in effectively and efficiently solving individual and unit problems • Is an exemplary model of collegiality, collaboration, and/or customer service

<p>project 2. Made an exceptional or unique contribution to the unit, division or College objectives; requires minimal supervision.</p>	<ul style="list-style-type: none"> • Expertly manages multiple tasks and priorities and provides guidance to others • Regularly looks for process improvements • Provides a solid, reliable, and meaningful contribution to the department/division • Contributions have made a tremendous impact on department/division/College • Completes additional tasks with little or no direction
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Section E – Employee and Supervisor Acknowledgements

To be completed by both parties. Employee acknowledges receipt of the performance evaluation, signs and dates evaluation. Supervisor signs and dates evaluation and submits to HRSTM.

Evaluation Process:

Step 1 - HRSTM Initiation of Collegewide Process

April 16, 2018; Supervisors receive email from HRSTM containing fillable PDF evaluation form.

Step 2 – Supervisor Initiation of Employee Self-Evaluations & Schedule Meeting

April 16-April 20, 2018; Supervisors complete section A on fillable PDF form and initiates performance evaluation process via email to employee, provides deadline to employee for self-evaluation and schedules employee performance evaluation meeting. Deadline: **April 20, 2018.**

Step 3 – Employee Self-Evaluation

April 20- June 29, 2018: Employee completes section B and C on fillable PDF form and returns the completed form via email to supervisor by the deadline provided by supervisor and no later than **June 29, 2018.**

Step 4 – Supervisor Evaluation of Employee

June 29- July 31, 2018: Supervisor receives fillable PDF form from employee with section B and C completed. Supervisor completes Section D regarding employee's performance for FY18 and goals for FY 19.

Deadline: **July 31, 2018**

Step 5 – Employee Evaluation Meeting with Supervisor

June 29 - August 17, 2018: During this period, Supervisor meets with employee to review and discuss performance evaluation. Employee acknowledges, supervisor and employee sign and date performance evaluation to complete section E.

Deadline: **August 17, 2018**

Step 6 – Submission of Employee Evaluations to HRSTM

Supervisor submits signed performance evaluation to HRSTM by **August 17, 2018** following one of the three ways below:

- Send signed evaluation in confidential envelope through inter-campus mail, addressed to Michelle Blakley
- Scan and send via email to Performance Evaluation email address performance@montgomerycollege.edu
Save file as: **last name_first name_FY18**
- Hand deliver in confidential envelope to HRSTM at CT building, addressed to Michelle Blakley

Timeline

FY 18 Evaluations and Goal Plans		
Action	Timeline/Deadline	Employee Group
Supervisors map out their workplan and internal deadlines for completing all employee evaluations before August 17th .	April 20, 2018	All supervisors
HRSTM distributes FY 18 performance evaluation PDF form via emails and links resources on HRSTM website	April 16, 2018	HRSTM
Supervisor initiates the FY18 performance evaluation process by: <ol style="list-style-type: none"> 1. Completing section A and sending form to employee; 2. Communicating employee deadline for section B and C. 3. Scheduling meeting(s) with employee(s). 	April 16 - April 20, 2018	All staff, chairs and administrators who have a hire date before 1/1/2018

<p>Employee completes sections B & C (self-evaluation, proposed goals for FY19, proposed career development and performance management feedback) and submits to supervisor by the established internal deadline and no later than June 29th.</p>	<p>April 20 - June 29, 2018</p>	<p>All employees complete sections B & C</p>
<p>Supervisor completes section D (observations and feedback on achievements, strengths, areas of improvement, and goals; overall assessment rating) before the scheduled meeting date.</p> <p>Supervisor meets in person with the employee to discuss and review input and feedback from <u>sections B, C & D</u>, makes any needed revisions or updates, completes <u>section E by August 1st</u>.</p>	<p>August 1, 2018</p>	<p>Supervisors of all staff, chairs and administrators will complete section C.</p> <p>All supervisors</p>
<p>Supervisor submits completed and acknowledged performance evaluations for FY18 to HRSTM via confidential internal mail, or scan and email to Performance Evaluation email address (performance@montgomerycollege.edu) no later than August 17th.</p>	<p>August 1 - August 17, 2018</p>	<p>Supervisors of all staff, chairs and administrators</p>