



Administrator, Department Chair, Supervisor and Staff Performance Evaluation Instructions & Guidelines for FY2020

Purpose of the evaluation

The performance evaluation should be a fair and balanced assessment of the employee's performance for the current review cycle: July 1, 2019- June 30, 2020.

This year, due to the COVID-19 pandemic and following State and CDC guidance to protect the safety and health of employees, we operated remotely for a significant period of time. As a result, the performance evaluation has been divided into two review periods.

July 1, 2019 – March 13, 2020 (normal College operations)	March 14, 2020 – June 30, 2020 (College remote work operations)
During this period, an employee and their supervisor can briefly outline accomplishments and achievements as in accordance with normal operations.	During this period, an employee and supervisor can document accomplishments and achievements of regular duties, or new tasks of job duties outside the scope of their regular duties; or completion of additional professional development activities.

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 with a focus on the 1st Quarter of FY2021.

FY2020 performance evaluations are required for all employees hired prior to January 1, 2020.

Initiating the evaluation process

The supervisor initiates the performance evaluation process by mapping out their individual workplan for completing their employee evaluations. This includes scheduling performance evaluation meetings with employees in advance as well as determining internal deadlines for employees to meet HRSTM's required submission deadline of August 14, 2020. If the College remains in either full or partial remote operations performance evaluations meetings should be held by Zoom, telephone or other conferencing applications. It is the supervisor's responsibility to ensure that employee

evaluations are completed and submitted by the deadline.

The evaluation tool

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

SECTION A - EMPLOYEE AND SUPERVISOR INFORMATION

The employee downloads the fillable PDF form and completes all fields in Section A.

Save document file as: **last name_first name_FY2020** to your PC (desktop, file, etc.)

SECTION B – EMPLOYEE SELF-EVALUATION

This section is completed by the employee:

- Employee's accomplishments and achievements for July 1, 2019-March 13, 2020.
- Employee's accomplishments and achievements of regular duties or additional duties of new tasks outside of regular duties, or additional professional development activities for March 14, 2020 – June 30, 2020.
- Proposed performance goals for the 1st Quarter of FY2021 (July 1, 2020 – September 30, 2020; and
- Proposed career/professional development goals for the 1st Quarter of FY2021 (July 1, 2020 – September 30, 2020).
- For additional space to write comments, click on the "If needed, click here to continue" link. This additional text box is optional.

Save document. When Section A and B are completed, send saved document to supervisor.

SECTION C – SUPERVISOR EVALUATION OF EMPLOYEE

This section is completed by the supervisor:

- Employee's accomplishments and achievements for July 1, 2019-March 13, 2020.
- Employee's accomplishments and achievements of regular duties or additional duties of new tasks outside of regular duties, or additional professional development activities for March 14, 2020 – June 30, 2020.
- Feedback, edits and confirmation on employee's performance and professional development goals for the 1st Quarter of FY2021 (July 1, 2020 – September 30, 2020).
- Overall assessment (check box) of employee's performance in FY2020.
- For additional space to write comments, click on the "If needed, click here to continue" link. This additional text box is optional.

Save document. When Section A through C is complete, send saved document to employee for review prior to meeting/conference.

FY2020 EVALUATION RATING CATEGORIES

RATING CATEGORY	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 • Does not consistently perform or make decisions in an ethical manner • 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 • Consistently perform and make decisions in an ethical manner • 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

RATING CATEGORY	EXAMPLES of DEMONSTRATED ACTIONS OR BEHAVIORS
<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 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"> • 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 • Always perform and make decisions in an ethical manner • 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

SECTION D – ADDITIONAL COMMENTS

This section provides an employee and/or supervisor, if needed, to contribute additional comments not already provided in Sections B or C. This section should be completed before the signature are completed in Section E and prior to the deadline of **August 14, 2020**.

SECTION E – EMPLOYEE AND SUPERVISOR ACKNOWLEDGEMENTS

This section is to be completed by both parties. Employee acknowledges receipt of the performance evaluation, digitally signs and dates evaluation. Employees are required to sign the evaluation to acknowledge receipt of the performance evaluation and meeting with supervisor. The employee signature does not necessarily indicate agreement or disagreement with the content of the evaluation.

Submitting the evaluation

Supervisor digitally signs and dates evaluation. Supervisor sends saved document to performance@montgomerycollege.edu email box.

Evaluation Process and Suggested Schedule:

(Supervisor can develop an internal schedule that may differ from the following to meet the August 14, 2020 HRSTM submission deadline)

Step 1 - HRSTM Initiation of Collegewide Process

May 18, 2020: HRSTM sends collegewide notice to supervisors and employees outlining the FY2020 performance evaluation process and directing them to the fillable PDF evaluation form located on the HRSTM website.

Step 2 – Supervisor Initiates Employee Self-Evaluation Process

May 18 – May 22, 2020: Supervisor schedules performance evaluation meeting/conference with employee, provides internal deadlines, and directs employee to the HRSTM website to download the fillable performance evaluation PDF.

Step 3 – Employee Self-Evaluation – Section A

Employee completes section A on fillable PDF form. Supervisor provides deadline for employee to complete self-evaluation and schedules employee performance evaluation meeting/conference.

Deadline: *May 18, 2020*

Step 4 – Employee Self-Evaluation – Section B

May 18 - June 30, 2020: Employee completes section B on fillable PDF form and saves the document. Employee sends saved completed Section A and B via email to supervisor by the deadline provided by supervisor.

Deadline: *June 30, 2020*

Step 5 – Supervisor Evaluation of Employee - Section C

June 30 - July 31, 2020: Supervisor receives fillable PDF form from employee with Section A and B completed. Supervisor completes Section C regarding employee's performance for FY19 and goals for FY 20. Supervisor rates the employee's overall performance in Section D.

Deadline: *July 31, 2020*

Step 6 – Supervisor Meeting with Evaluated Employee

July 31 - August 14, 2020: During this period, supervisor meets with employee to review and discuss the performance evaluation and overall rating. Employee acknowledges the receipt of the performance evaluation and meeting with the supervisor. Employees are required to digitally sign in Section E to acknowledge the

receipt of the performance evaluation and meeting with the supervisor. A signature does not necessarily indicate agreement or disagreement with the content of the evaluation.

Section D is available for additional comments, if needed.

The supervisor digitally signs the performance evaluation in section E.

For instructions to digitally sign performance evaluation, go [here](#).

*If you are unable to access the ability to create a digital signature while in remote work operations, a typed signature will be accepted. Submissions must come from supervisor's College email address. Any submissions from a personal email address will not be accepted.

Deadline: *August 14, 2020*

Step 7 – Supervisor Submission of Employee Evaluation to HRSTM

Supervisor submits digitally signed performance evaluation to performance@montgomerycollege.edu email box by ***August 14, 2020***

Reminder:

- File saved as: **last name_first name_FY2020**
- Send saved file to the Performance Evaluation email address at performance@montgomerycollege.edu

FY2020 Evaluations and Goal Plans		
Action	Timeline/Deadline	Responsible Person/Group
HRSTM announces fillable PDF performance evaluation form is available for download	May 18, 2020	HRSTM
Supervisor maps out their workplan and internal deadlines for completing all employee evaluations before August 14th	May 18 – May 22, 2020	Supervisors of all staff, chairs, and administrators
Supervisor initiates the FY2020 performance evaluation process by: <ul style="list-style-type: none">• directing employee to the HRSM website to download the fillable PDF evaluation form• communicating the internal deadline for completing Section A and B.• communicating the dates of the performance evaluation meeting(s)/conference(s)	May 22, 2020	Supervisors of all staff, chairs, and administrators

FY2020 Evaluations and Goal Plans		
Action	Timeline/Deadline	Responsible Person/Group
Employee completes Section A and Section B (self-evaluation, proposed goals for 1 st Quarter of FY2021, and proposed career development) and submits to supervisor by the established internal deadline	May 18 – June 30, 2020	All staff, chairs, and administrators
Supervisor completes Section C (observations and feedback on achievements, strengths, areas of improvement, and goals; overall assessment rating) before the scheduled meeting date.	June 30 – July 31, 2020	Supervisors of all staff, chairs, and administrators
Supervisor meets in person with the employee to discuss and review input and feedback from sections B & C, makes any needed revisions or updates, completes Section D, if needed. Employee and supervisor digitally signs FY2020 Performance Evaluation.	July 31, 2020 – August 14, 2020	Supervisors of all staff, chairs, and administrators
Supervisor submits completed and acknowledged performance evaluations for FY2020 to HRSTM via email to Performance Evaluation email address (performance@montgomerycollege.edu)	August 1 - August 14, 2020	Supervisors of all staff, chairs, and administrators