

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

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

**Subject:** **FY23 Performance Evaluations for Administrators, Department Chairs, Supervisors, and Staff**

**Date:** May 22, 2023

The Office of Human Resources and Strategic Talent Management (HRSTM) is pleased to announce the commencement of Fiscal Year 2023 performance evaluations. The evaluation process for the broader population of 12-month administrators, department chairs, and staff will begin on May 22, 2023. The evaluation process for 10-month staff began in early May, with notifications distributed directly to the relevant employees and their supervisors.

The Workday annual evaluation form has been revised to be more user-friendly and less redundant. However, the core components of the evaluation remain the same. These components include an employee self-assessment and a supervisor/manager review of primary work performance, goals (if approved prior to the assessment), and college-wide competencies.

While there is no college-wide deadline for self-evaluations, we encourage supervisors to establish their own internal unit deadlines to ensure timely completion. Because supervisors cannot start an individual employee's review until the self-evaluation is submitted, it is strongly recommended that employees submit them by June 30. **The collegewide deadline for the supervisor evaluations**, which conclude the annual review process, is **Friday, August 18, 2023**.

A series of instructor-led training sessions providing guidance on various components of the evaluation process will be offered from May through September. Specific session dates and registration information can be found on [Workday Learning Performance Management](#) and the [HRSTM Performance Management](#) webpage. Additional guidance and job aids for completing a performance evaluation can be found on the [Talent and Performance Management](#) website.

Timeline for 12-month Staff Employees		
Date	Task	Responsible Party
Monday, May 22, 2023	Initiate the annual FY23 performance evaluation.	HRSTM
Friday, June 30, 2023	Recommended self-evaluation deadline	Employee
Friday, August 18, 2023	Completed supervisor evaluation and both employee and manager acknowledgement.	Manager/Supervisor

**Please note:**

- New employees hired prior to January 1, 2023, are required to complete a FY23 performance evaluation.
- New employees hired between January - June 2023 will not receive an annual FY23 performance evaluation. Instead, these employees complete the 6-month evaluation for the months worked in FY23.
- Deans must complete the FY23 performance evaluation for department chairs returning to faculty status on July 1, 2023.
- Department chairs returning to faculty status on July 1, 2023, must complete the FY23 performance evaluations of their staff direct reports.
- Managers/supervisors separating (i.e., retiring or resigning) from the College must complete the performance evaluations of their staff direct reports before they leave.

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

For Workday technical issues, contact the IT (Information Technology) Service Desk at 240-567-7222 or [itservicedesk@montgomerycollege.edu](mailto:itservicedesk@montgomerycollege.edu).