

New Performance Evaluation Process

Beginning November 1, 2018, CGCC will be implementing a new Performance Evaluation Process. The annual performance cycle will now coincide with each employee's anniversary month. As part of the evaluation process, employees will be completing a Self-Evaluation that will be combined with the Evaluation performed by the Manager/Supervisor. As goal setting is an important part of the Annual Evaluation, there will also be a Midyear Evaluation to go over progress on goals and whether to adjust or add to them.

A new Supervisor Evaluation survey is also being implemented. This survey will go to all direct reports of Managers/Supervisors the month prior to the Manager/Supervisor's scheduled Performance Evaluation. This survey will be anonymous and results will be aggregated as part of the Manager's Evaluation.

This new process is outlined below.

Evaluation Process

1. An email notification will go out to all Manager/Supervisors at the beginning of the month prior to the month the evaluation is due. This email will have the Annual Performance Evaluation and the Midyear Evaluation attached, along with a list of employees due for evaluation. (Example, if the evaluation is due in September, you will receive the email at the beginning of August.)
2. An email will also go out to all employees who have Annual evaluations due in the next month so that they may complete their Self Evaluation prior to the evaluation due date. The Self-Evaluation will be attached to the email.
3. If a Manager/Supervisor is due for an evaluation, direct reports will receive a Supervisor evaluation at the beginning of the month prior to the month the evaluation is due.
4. All completed evaluations should be turned into Human Resources by the end of the month they are due. Using the scenario from #1 above, that would be the end of September.) Failure to complete evaluations in a timely manner will require justification to immediate supervisor and may result in disciplinary action.

Evaluation Reminders

1. Evaluations are designed to facilitate constructive discussion between the employee and manager in order to clarify performance objectives, provide feedback about the employee's performance with respect to skills and behaviors, and provide a framework for identifying the employee's development plans.
2. Nothing in a Performance Evaluation should be a surprise. Any concerns should be addressed throughout the year so that when they are addressed in the Annual Evaluation, the employee is aware of the ongoing issues.

3. Performance that does not meet expectations should be addressed in a development plan as part of the evaluation.
4. Goals typically reflect major job activities and may be modified throughout the year based upon changing organizational needs. These goals should be SMART (Specific, Measurable, Attainable, Realistic, and Timely).