



Performance Evaluation Policy	Employee Policies
	Effective Date: May 16, 2019
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- (1) The performance and effectiveness of each employee shall be formally reviewed in writing by a supervisor, selected by the employee's Budget Executive, at least once per fiscal year. Reviews may take place on a more frequent basis as determined by the Budget Executive.
- (2) The HR office shall create performance evaluation forms for the use of supervisors.
- (3) With regards to full-time employees, it is preferred but not required that the employee and direct supervisor meet, review and propose changes to the employee's job description as appropriate, develop goals for the upcoming year, and complete the evaluation in a collaborative manner.
- (4) Evaluations may be completed electronically using the College's Human Capital Management (HCM) system.
- (5) The completed evaluation shall be provided to the Chief HR Officer, who shall make the appraisal available to the employee, as well as the employee's supervisor and manager.