

GCCC Policy Add Template

Category: Personnel

Division: HUMAN RESOURCES

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Policy Title: PERFORMANCE EVALUATION

Policy Statement: *Faculty should refer to the Negotiated Agreement*

An annual performance evaluation will be conducted on all full-time non faculty employees. Evaluations of part-time and temporary employees are conducted at the supervisors' discretion.

Procedures: Annual evaluations will be completed by April 1 each year. Supervisors may obtain current job descriptions for all their subordinates from the HR Office. Each employee should complete a Performance Evaluation Form and submit to their supervisor for review. The supervisor then completes their section of the form and meets with employees to discuss their performance evaluation and update the job description. Updated job descriptions should be submitted to the HR Office. The signed job description will be placed in the employee's personnel file.

Purpose of Performance Evaluations:

1. Identify any performance concerns which may need improvement.
2. Identify work flow and process concerns.
3. Set goals and objectives.
4. Motivate and develop employees.
5. Signals to employees that you care.
6. Develops you as a supervisor.

Contacts: Director of Human Resources

Approved Date: 2/1/2020

Policy History: 8/1/2013; 2/2/2020

Keywords: performance evaluation

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