PERFORMANCE EVALUATIONS

POLICY

All employees will receive a performance evaluation annually to ensure that every staff member receives a fair, professional, and inclusive annual performance review that supports ongoing growth, recognizes achievements, and identifies development opportunities relative to their job description.

Guiding Principles

- **Fairness and Transparency:** Reviews are based on objective criteria and documented interactions.
- **Professionalism:** Feedback is delivered respectfully, constructively and in a timely manner.
- **Inclusivity:** Evaluations honor diverse backgrounds, perspectives and working styles.
- **Continuous Dialogue:** Annual reviews compliment—but do not replace—regular one-on-one check-ins between supervisor and employee.

PROCEDURE

Standardized forms will be used to record all formal performance evaluations. These records will be used to discuss performance, provide feedback, plan development and align future work and college goals.

Supervisors and employees should meet regularly throughout the year to discuss progress, challenges, development, and optional staff promotion plans. These conversations ensure there are no surprises at year-end.

Employees will be given the opportunity to complete a self-assessment including goal setting for the coming year. Employees reflect on the past year by highlighting key wins and accomplishments, identifying overcome challenges, articulating goals for professional growth and leadership development.

Supervisors assess each employee in the areas of self-reflection, communication, teamwork, innovation and adaptability. Supervisors provide specific examples of strengths, constructive feedback and suggestions for improvement, and recommendations for any targeted professional development.

Employees will then be provided with an opportunity to review, discuss and receive a copy of their performance evaluation from their supervisor. After receiving the supervisor's feedback, employees may add comments, propose additional goals or training needs, and ask questions

about any part of the evaluation and request clarification. If there is a disagreement with the evaluation, employees are encouraged to speak with their supervisor or an HR representative.

Both employee and supervisor sign and date the completed evaluation form to confirm that the process has been discussed and completed. Original performance evaluations become a permanent part of the employees' personal file. Performance evaluations can be accessed in the HRIS portal of the employee self-service. This information will be held in strict confidence and may only be released to a third party with the prior written approval of the employee.

Ongoing Development

Performance reviews are just one tool in our commitment to staff development. Supervisors and employees should continue to meet informally throughout the year to monitor progress, adjust goals, and celebrate successes.

THIS IS NOT A CONTRACT OF EMPLOYMENT. EMPLOYMENT REMAINS AT-WILL AND MAY BE TERMINATED BY EITHER PARTY AT ANY TIME, WITH OR WITHOUT NOTICE OR REASON.