

Procedure: 4.4.4p. OFTC Performance Evaluation

Procedure

Evaluating the performance of staff is the single most important job duty associated with the role of supervision, and one of the most complex in terms of skill. Competent evaluations involve the supervisor setting goals and standards, clearly communicating performance expectations, assisting staff in accomplishing the job to be done, and evaluating the results. This is performance management, accomplished day-by-day, and in response to changing needs, assignments and the requirements of the job. This formal review process is designed to work with and encourage the informal day-to-day practice of performance management, while providing a framework in support of salary adjustments, promotion and employment decisions.

Oconee Fall Line Technical College requires that full-time employees receive a performance evaluation review twice a year (typically informal at the midpoint and a formal review at the end of the fiscal year). New employees receive reviews at six months as part of the probationary process. Part-time staff evaluations are completed after six (6) months of continuous employment and then on an annual basis for continuous employment. Part-time faculty (adjunct) evaluations are completed in accordance with the OFTC Adjunct Orientation process. The College President may utilize a different evaluation tool for those staff members who report directly to him/her. The evaluation period will remain the same and be completed by the end of the fiscal year.

THE Evaluation PROCESS

Step One: Hold an Initial Planning Meeting where you can share and discuss with your employee the performance evaluation process. Give the employee a copy of their job description and a copy of the OFTC Annual Performance Evaluation form for the employee's appropriate job category – Staff, Professional/Management Staff, and Faculty.

- Review current job description and/or addendum with employee.
- Seek agreement on job duties, assignments and priorities.
- Affirm strengths and accomplishments.
- Clarify goals and requirements for the future. Make sure goals are measurable.
- Use Staff Development Summary to set goals for each competency if needed.
- Discuss development needs.
- Schedule time and private place for the six-month Review Meeting. Six-month evaluations and mid-year reviews will be completed by utilizing OFTC Mid-Year Performance Review form. Submit form to the reviewing manager for approval. The form should be retained in the employee's management file. If areas of improvement are noted, the supervisor or reviewing manager will discuss with Human Resources. -

Follow up your evaluation planning process by informally reviewing throughout the year the progress made on goals and assignments established on the OFTC Annual Performance Evaluation form and the OFTC Staff Development Summary. Management file documentation notes should be made on the OFTC Employee Performance Diary form.

Step Two: Complete the OFTC Annual Performance Evaluation form and the OFTC Staff Development Summary.

Evaluations require you to make judgments, which may be prone to error. In order to keep error at a minimum, base your assessment on your daily or weekly record of employee performance compared to the objectives, assignments or requirements you have previously communicated in your ongoing planning process. Take into account improvements made by the employee in response to your coaching or training. Consider the rating period as a whole and the degree of control exercised by the employee over their work. Previously uncommunicated standards or expectations are not a fair basis for judgment.

Instructions for completing the OFTC Annual Performance Evaluation form:

A. Under each applicable competency on the form indicate your rating of the employee's performance during the rating period. Define the difference between rating levels with this guide and your own specific job related standards:

- 1 – Unsatisfactory** Employee DID NOT MEET ALL OR MOST of the established job competencies. Employee needs significant improvement in critical areas of expected job results and behavioral competencies.
- 2 – Generally Successful** Employee MET MOST, but SOMETIMES DID NOT MEET SOME job competencies. Employee needs to further improve in one or more areas of expected job results or behavioral competencies.
- 3 – Successful** Employee MET ALL job competencies and MAY HAVE EXCEEDED SOME job competencies. Employee was a solid contributor to the success of the college.
- 4 – Typically Successful** Employee MET ALL AND EXCEEDED MOST of the established job competencies.
- 5 – Exceptional** Employee EXCEEDED ALL job competencies. Employee was an EXCEPTIONAL CONTRIBUTOR to the success of the college. Employee demonstrated role model behaviors at all times.

B. Supervisors are encouraged to provide comments and feedback. For any function, duty, or responsibility receiving a rating of "4" or "5", the supervisor must provide a comment. For any function, duty, or responsibility receiving a rating of "1" or "2", a development plan must be presented in the comment section.

C. At the end of the evaluation period, employees should complete the OFTC Faculty or Staff Self Evaluation and submit to the Supervisor before May 1st of each year. Supervisor will complete the OFTC Annual Performance Evaluation. Under the **Supervisor's Comments** section, the Supervisor will provide an overall summary of the basis for judgment, examples and/or reasons for the overall rating including employee's strengths, opportunities, and overall performance comments.

D. The supervisor will sign and submit the evaluation form, and staff development summary to their supervising vice president (or his/her designee) for her/his review and initials. Reviewing Manager will return both documents to the supervisor for the employee review meeting.

Step Three: Hold the Review Meeting to share and discuss the results of the performance evaluation. Meeting and review should be held in May/June of each year.

- Clarify your basis for rating.
- Review the job duties, goals and staff development summary.
- Employee completes the process by writing comments (optional), signing the form to denote the interview took place, and returning the form to the supervisor. (Note: the employee may prefer to take a day or two to review the report and make comments).
- Supervisor reviews and discusses employee comments (and shares with administrator as appropriate).
- The supervisor provides a copy of completed and signed performance evaluation, staff development summary, and the self-appraisal to Human Resources, the employee, and retains a copy for the supervisor's management file.

Step Four: Follow up your evaluation planning process by informally holding reviews with employee throughout the year. Reviews should include the progress made on goals and assignments established on the OFTC Annual Performance Evaluation form and the OFTC Staff Development Summary during the previous fiscal year. Supervisor should keep notes in the employee's management file. Documentation notes should be made on the OFTC Employee Performance Diary form.

Additional:

Part-time staff evaluations are to be completed after six (6) months of continuous employment. The OFTC Part-time Employee Performance Evaluation form should be completed and discussed with the employee. Under each applicable factor on the form indicate rating of the employee's performance during the rating period. Define the difference between rating levels with this guide and your own specific job related standards:

- **Does Not Meet Expectations** - Does not meet the minimum requirements of the job.
- **Meets Expectations** - Consistently meets the requirements of the job in all aspects.
- **Exceeds Expectations** - Unique and exceptional accomplishments.

Supervisor is encouraged to list the employee's strengths, any areas which need improvement and suggested training that may enhance the employee's performance. For any rating level of "DNM" (Did Not Meet) the supervisor should create a Corrective Plan of Action and attach to the evaluation.

Part-time faculty (credit adjunct faculty) evaluations are completed in accordance with the OFTC Adjunct Orientation process. The evaluation consists of a checklist that is utilized to determine potential of re-employment for future terms. The evaluation process is discussed during the part-time faculty orientation, and each attendee receives a printed copy of the orientation PowerPoint presentation. All adjunct faculty members are required to attend one orientation session during each academic year.

Attachments:

OFTC Annual Performance Evaluation (Staff, Professional/Management, Faculty)
OFTC Personal Staff Development Summary for Fiscal Year
OFTC Performance Diary
OFTC Mid-Year Performance Review
OFTC Self Evaluation Staff, Faculty
OFTC Part-time Performance Evaluation
OFTC Senior Staff Annual Performance Review

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