Gordon State College Performance Evaluation

POLICY

Gordon State College supports a consistent, continuous, and communicated performance management process. Performance evaluation shall be for the purpose of career development and merit pay increase recommendations. As required by Board of Regents policy, a formal written performance evaluation is to be completed at least once a year. The performance review period is January 1 through December 31 of the preceding year.

The performance evaluation is maintained by the Department of Human Resources as the College’s official record of the employee’s performance evaluation.

INSTRUCTIONS

Job Competencies are skills, abilities, and/or personal characteristics that have been identified as important to an employee’s success at Gordon State College.

1. The job performance of each staff member must be appraised by completing the form:
   • For provisional employees (provisional employees are within their first six months of employment): At least once during provisional period for new employees.
   • Once a year for continuing employees.
   • Within the final month of any performance improvement plan period.
   • Written comments are encouraged for each of the job competencies to support the assigned ratings but are required for ratings of unsatisfactory or exceed expectations.
   • “Unsatisfactory” ratings require a performance improvement plan.

2. Completing the form.
   • Each line of the evaluation form requires a rating. The Average Rating for each competency and the Total Average Rating will automatically calculate. The Total Average Rating is calculated by adding the average rating of each core competency and dividing by the total number of core competencies (seven).
   • The performance evaluation should be completed by the immediate supervisor. We encourage discussions with and feedback from the Department Head but it is recommended that all changes to the evaluation be performed by the immediate supervisor.

3. Results of the performance evaluation are communicated to the employee.
   • Supervisors should schedule a meeting with the employee to discuss the results, and employees should be given a copy of the performance evaluation.
   • Completed performance evaluations, including all required signatures, should be submitted to Human Resources by (specified date).

Employees may submit a written response about the contents of the performance evaluation within thirty (30) calendar days of receiving their evaluation. Original responses will be included with the original performance evaluation form and a copy provided to the employee’s supervisor.
PERFORMANCE RATING SCALE

☐ 1 Unsatisfactory
☐ 2,3 Sometimes meets expectations
☐ 4,5,6 Meets expectations
☐ 7,8,9 Often exceeds expectations
☐ 10 Exceeds expectations
EXPLANATION OF RATINGS

UNSATISFACTORY (1)

- Work performance is far below the established standard on a consistent basis
- Significant improvement must occur in critical areas
- The employee will be placed on a performance improvement plan
- Please partner with Human Resources to assist in the development of the performance improvement plan

SOMETIMES MEETS EXPECTATIONS (2, 3)

- Work performance falls below the established standard more than 50% of the time
- Improvement is necessary
- Comments on the evaluation form are encouraged as the employee needs to know what steps are needed for satisfactory performance to be met

MEETS EXPECTATIONS (4, 5, 6)

- This is a positive rating and the employee needs to feel that way
- Work performance is in line with established expectations
- Comments on the evaluation are encouraged

OFTEN EXCEEDS EXPECTATIONS (7, 8, 9)

- Work performance is consistently above established standards
- Employee should be commended
- It is worth a conversation with employee about sustainability of these standards and future development opportunities

EXCEEDS EXPECTATIONS (10)

- Work performance is consistently superior and is seldom equaled in overall contribution
- This performance is considered “top notch”
- Comments on the evaluation form are mandatory
- Future development goals should be discussed