PERFORMANCE EVALUATION PROCESS FOR CLASSIFIED EMPLOYEES:

The performance evaluation process is designed to provide supervisors and employees an opportunity to discuss and record performance planning, feedback and performance outcomes; and, discuss the employee’s job requirements and how the position aligns with the College’s mission and goals.

Employee work performance will be evaluated during probationary, trial service and transition periods and at least annually thereafter, at a time that allows for adequate application of the process.

Performance and Development Plan (PDP) Training

Our College follows the Department of Personnel’s evaluation process, known as the Performance and Development Plan (PDP). All the forms/guides for the PDP process can be found on our website in the Forms section under Performance Evaluation Information & Forms. This includes the PDP Instructions, the PDP Expectations Form, and, the PDP Evaluation Form.

The PDP Instructions describes important information you need to know about the PDP process, and in addition contains the PDP Guide. It may not, however, answer all of your questions. If you have questions, please consult with Human Resources.

Like all classified employees, you have a 6-month probationary period. At the beginning of your employment, your supervisor should prepare for you a set of Expectations for your first 4-month review period. At the end of this review period, your supervisor should perform an Evaluation for you. When your position becomes permanent, you will continue with this performance process annually during the month of your initial hire.

If you have any questions on the evaluation process, please feel free to contact me.

Please read and acknowledge the following:

I understand and agree that I have been given the information above pertaining to the Performance and Development Plan process of evaluating classified employees.

I understand that it is my responsibility to read and comply with the policies contained and/or referenced in this handbook and any revisions made to them.

CLICK HERE

As your Acknowledgement