

E-PAS

Exempt/Administrative Performance Appraisal System

Walla Walla Community College strives to ensure our personnel administration procedures and practices are based upon sound human resource management principles, satisfy the standards of accrediting organizations, and promote a work environment of collegiality, respect and professionalism.

A comprehensive performance management system is part of a positive, performance-based culture that fosters employee competence and productivity, supports achievement of organizational goals and objectives, and provides documentation of employee's strengths and areas in need of improvement.

WWCC has transitioned from our paper & pencil evaluation process to an electronic version called E-PAS for our Administrative Exempt employees. The E-PAS system was developed at Community Colleges of Spokane and has been modified to reflect WWCC performance evaluation criteria.

This on-line system enhances our process by allowing supervisors and employees to:

- Determine performance criteria on which employees are to be evaluated;
- Determine the number (beyond a set minimum) of College members to participate in the process;
- Feel confident that feedback provided by peers, faculty and staff is confidential; and,
- Access graphical representations of ratings averages.

This system assists in aligning individual performance with the goal of creating and sustaining a workplace environment where staff are successful in fulfilling our mission, vision and values.

E-PAS will take you through a sequential series of screens that, once completed, will result in a printable formal evaluation report. That formal report will be signed and forwarded to the HR Office for inclusion in the employee's official personnel file. You will have the option to save work in progress as the system will allow you to come back for later completion at your convenience.

The on-line E-PAS fully incorporates the principle of confidentiality. This principle is critically important to all personnel actions, including performance management. Please be assured that all responses from peers or faculty/staff participating in this evaluation will be collected and combined by the on-line tool. In this regard, confidentiality and, where desired, anonymity have been offered as improvements to the former WWCC exempt evaluation process.

The following Values will be evaluated for each Exempt/Administrative employee and rated on a scale of 1 to 5, where one (1) is poor and five (5) is excellent.

COMMUNICATION SKILLS

Behavior – the ability to exchange ideas, messages or information by speech or writing clearly and concisely; and, the ability to convey clear, timely, persuasive messages that positively influence the thoughts and actions of others.

Description - a good communicator is genuine, listens more than she or he speaks, and values input as an opportunity to learn. Excellent communicators have the ability to inspire, to portray a vision or goal in a way that elicits support and enthusiasm from others. He/she is considerate of reason and logic, is understood and does not confuse others about direction or expectations.

Questions:

- a. Communicates effectively with peers, supervisor, and other College employees.
- b. Contributes effectively to staff meetings and discussions.
- c. Produces clearly written reports and correspondence.

DECISION MAKING

Behavior - makes timely decisions utilizing data/information in a clear/rational thought process.

Description - displays balanced thinking that combines analysis, wisdom, experience and perspective that produces decisions that withstand the "test of time."

Questions:

- a. Evaluates problems objectively.
- b. Reaches decisions effectively without unnecessary delay.
- c. Able to adapt to changing situations.
- d. Includes others as appropriate when making decisions or when decisions affect their depts.

FISCAL RESPONSIBILITY

Behavior - responsibly and accurately handles the College's money when managing budgets and authorizing expenditures.

Description - consistently stays within budget allotments and follows applicable fiscal guidelines, regulations, principles and standards.

Questions:

- a. Effective in development of annual budget.
- b. Uses College resources wisely.
- c. Manages within approved budget.

IMPLEMENTATION

Behavior - must be able to effectively and efficiently get the job done.

Description - must get results and desired outcomes, set high goals and achieve them. They must pay attention to their own performance, look for opportunities to improve and respond to setbacks with renewed and increased efforts.

Questions:

- a. Has or obtains the knowledge necessary to complete duties.
- b. Consistently meets objectives and goals efficiently and on time.
- c. Consults with others as appropriate.
- d. Properly accepts and follows directions.

INSTITUTIONAL COMMITMENT

Behavior - is dedicated and loyal to the interests of WWCC, building and maintaining internal and external customer satisfaction with the services of the College.

Description – lives and demonstrates our College values in action.

Questions:

- a. Concerned for the reputation and welfare of the College as well as specific responsibilities.
- b. Participates in College activities.
- c. Promotes good public relations.
- d. Exhibits sensitivity to and support for cultural diversity, gender equity, and affirmative action.
- e. Supports and adheres to the ethics policy and laws of the College and the State of Washington.

PERSONNEL MANAGEMENT

Behavior - effectively manages staff and employee relation processes and procedures within his/her assigned work unit.

Description - consistency with which employee selects best qualified candidates for positions; implements effective orientation and training to ensure new employee success; follows established procedures for approval of and implementation of recruitment processes; actively participating in supervising employees, avoiding the appearance of favoritism and seeking and incorporating appropriate consultation from HR staff.

Questions:

- a. Uses sound judgment in the selection of employees.
- b. Sensitive to the needs, abilities, and problems of employees.
- c. Effectively supervises work of employees.
- d. Delegates responsibilities when appropriate.
- e. Supports and assists in the professional development of employees.
- f. Completes employee evaluations effectively and on time.

PLANNING EFFECTIVENESS

Behavior - must identify the major environmental changes occurring and determine how these will affect the students and employees of WWCC.

Description - must develop and execute strategic plans that succeed in integrating the planning efforts among various departments and establishes measures of success. Employee must also develop core strategies that provide the glue and focus for execution up, down, and across the College. Employee must work towards increasing teamwork and mutual understanding among team members and stakeholders.

Questions:

- a. Establishes realistic objectives that are consistent with the College's mission and can be used in measuring institutional or program effectiveness.
- b. Develops and implements strategic processes for accomplishing objectives.
- c. Assesses outcomes and utilizes this information in subsequent planning.
- d. Demonstrates initiative and creativity.

PROFESSIONAL SELF-IMPROVEMENT

Behavior - demonstrates an ongoing commitment to learning and self-improvement.

Description - actively works to continuously improve job effectiveness and efficiency; actively acquires new skills and competencies; and, identifies and takes advantage of opportunities for growth and development.

Questions:

- a. Knowledgeable of current development and issues in area of expertise.
- b. Pursues professional growth opportunities.
- c. Participates in appropriate professional organizations.

The following is a list of optional values that you can also be evaluated on:

<i>Appropriate Involvement of Staff</i>	<i>Listening Skills & Consideration</i>
<i>Appropriate Response</i>	<i>Performance Reviews</i>
<i>Clear Expectations</i>	<i>Policy Effectiveness</i>
<i>College Representation</i>	<i>Prompt Response</i>
<i>Communication Skills</i>	<i>Skills & Attributes for Building Staff</i>
<i>Effectively Advocates for Own Area of Responsibility</i>	<i>Morale</i>
<i>Efficiently Explain College Policies</i>	<i>Staff Meetings</i>
<i>Fairness and Consistency</i>	<i>Supports Professional Development</i>
<i>Leadership Skills</i>	<i>Tact & Diplomacy</i>

To access the E-PAS system log into CCNET on the College website; and, on your home page, under Employee Applications, click on the E-PAS icon.

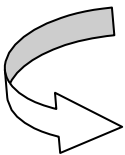


THE PROCESS IN BRIEF:

When an employee acquires exempt status, they will receive yearly performance evaluations for the first three (3) years, then the frequency will become every two (2) years. Exempt employee performance evaluations are all due either in Winter (due February 1st) or in Spring (due May 1st). The evaluation process includes a self-evaluation, as well as evaluations from your peers.

RESOURCES:

On the College website, we have included a PowerPoint presentation on how to use the E-PAS system and a step-by-step instructional outline to help you with this new process. If you have any questions, or need help with E-PAS, please contact:



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