



Exempt Performance Appraisal **Procedure**

The Exempt Performance Appraisal is designed to help exempt employees achieve personal and professional excellence and contribute to the excellence and effectiveness of the college. An element of a good campus climate is the opportunity for staff to exchange views with their supervisors about job goals and expectations, set mutual plans, and seek professional development opportunities to support workplace performance and growth.

This appraisal process is designed to provide:

- ▶ The tools for performance improvement at the department level
- ▶ A process to institutionalize individual professional development
- ▶ A resource to strengthen the quality of communication between supervisors and employees

The performance appraisal includes the following components: review of past work goals and objectives; development and prioritization of individual work goals and objectives for the future; and review of performance with the employees' supervisor.

- 1. Human Resource Services will identify employees to be evaluated.**
 - a. Exempt employees are evaluated every other year.
 - b. Employees in an Interim position are evaluated midway through the interim appointment.
- 2. Human Resource Services will notify the Supervisor that one of their employees is due for an evaluation.**
- 3. Preparation for evaluation:** The supervisor will notify the employee of their upcoming evaluation.
 - a. The supervisor and the employee will schedule a time for the evaluation.
 - b. The supervisor and the employee will review the procedure and forms, and draft their responses to Sections I, II, and III (Employee) or IV (Supervisor).
- 4. Evaluation by Supervisor:** There will be a formal discussion between the supervisor and the employee for the following purposes:
 - a. To review the employee's overall performance.
 - b. To develop objectives and complete the ***Individual Development Plan*** for the coming two years. This may include reemphasizing, modifying, or deleting previous objectives, and/or developing new objectives. It may also include suggested professional development and suggested behavior changes.
- 5. The Supervisor will submit the final evaluation to Human Resource Services.**
 - a. All final evaluations must be signed and dated by the Supervisor.
 - b. An up-to-date copy of the employee's position description must accompany the final evaluation.