APPRAISAL OF PERFORMANCE GUIDE FOR PERSONNEL OF MID MICHIGAN COLLEGE

Mid'S Appraisal of Performance for Personnel ensures communication between supervisors and employees. Our goal is to promote continuous quality improvement in service to our students and communities. Employees are encouraged to complete their portion of the form prior to the Performance Appraisal meeting with their supervisor. There are several ways the evaluation process can work. It is between the supervisor and the employee on how best to handle the process. The ultimate goal is that all areas of the evaluation are filled out with one performance rating annotated in each category; a verbal meeting happens between the supervisor and employee to specifically discuss the evaluation and goals; and both parties sign the evaluation prior to being submitted to Human Resources.

Appraisal discussions are to occur annually towards the end of each fiscal year (a fiscal year is July 1 to June 30). Evaluation forms signed by both the employee and supervisor are due to Human Resources no later than August 31st each year.

The five categories of the evaluation outline Mid's Core Values:

| Categories: | People | Learning | Integrity |
|-------------|-----------|------------|-----------|
| | Community | Excellence | |

Additional performance requirements specific to a given job may be added.

One evaluation rating of performance is annotated in each category on the final evaluation form:

| Needs Improvement | Meets Standard | Exceeds Standard |
|-------------------|----------------|------------------|
| Necus improvement | | |

Meeting the standard means that an employee consistently fulfills the basic requirements of the category description (i.e. work habits, quality of work, quantity of work, etc.)

Employee Comment / Supervisor Comment:

Recognize the positive contributions and strengths of the employee as well as the work behaviors that need improvement. Be clear and use specific examples. If improvement is needed, provide clear expectations with a timeline.

Annual Compliance Training:

Between July 1st and August 31st of each year, employees must complete required compliance modules through SafeColleges. Supervisors must ensure that adequate work time is allocated and that the task is completed. These modules are to be completed by all employees no later than August 31st each year. When answering this question on the performance appraisal, ensure the employee completed the modules for the fiscal year being evaluated.

Employees paid through EDUStaff will complete the compliance modules through Global Compliance Network (GCN) by August 31st each year.

Job Description Review:

Review the job description. Ensure that the duties are reflected accurately. If the Supervisor has any changes to make to the job description, it would be requested in this area. Human Resources when reviewing the performance appraisals will make a note of these changes and contact the Supervisor for further conversation before the change would be implemented. This section should only update or correct duties the employee is currently doing, but are not reflected on their current job description.

This is not intended as a place to create or add new responsibilities not currently performed by the employee.

Employee Strengths/Contributions:

Use this area to emphasize the positive aspects of the employee. If they had any significant accomplishments (i.e. finished a degree, certification, presented at a conference, etc.) or contributed or assisted within the community in a positive aspect. Ideally there would be both employee and supervisor comments listed in this section.

Satisfaction the Employee Gains from Their Work:

How does the employee feel about their position? What do they love about their position? What keeps them doing what they do on a daily basis? Is there an aspect of their position that they may not like to do, but gain satisfaction when the task is complete? Satisfaction could also include aspects of the department they work in, supervisory relationship, or the college as a whole.

Suggestions for Improvement or General Comments:

This area is for any other comments you would like to provide. For Supervisors, if you have an employee that you will be working on a performance improvement plan with, you would document that information here. Ideally there would be both employee and supervisor comments listed in this section.

Performance Against Goals and/or Improvements

From Last Evaluation:

Review any goals that had been set from last performance appraisal. Log the status of these goals (in process, completed, etc.). If you have a new employee and this is their first performance appraisal then you would leave this area blank.

For Next Evaluation:

Assist the employee in goal setting. Goals could be geared toward an improvement the employee needs to make or could be one that may take them several years to reach. Help the employee think about their position and what goals would be beneficial to help them enhance within their position or within the College. A minimum of 2 goals should be set. One goal should be professional (ex. Professional development, certification, learn a new skill, etc.) and the other (or more) should be aligned to advance the Strategic Plan or department initiatives.

Signatures:

This form has the capability to be signed digitally. Click on the signature box. Select Create a new Digital ID. Click Save to File. Save the File on a location on your computer where you can find it. Create your self-signed Digital ID. Click Sign.