

# APPRAISAL OF PERFORMANCE FOR PERSONNEL OF MID MICHIGAN COMMUNITY COLLEGE GUIDE

MMCC'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. Appraisal discussions are to occur annually. Supervisors need to submit appraisal forms to Personnel Services no later than August 31 each year.

Seven Categories apply to all MMCC positions:

<b>Categories:</b>	Quality of Work	Quantity of Work	Work Habits
	Job Attitude	Job Knowledge	Ability to Learn
	Relationship with People		

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

**The employee and the supervisor assign an evaluation rating of performance in each category:**

Needs Improvement	Meets Standard	Exceeds Standard
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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.)

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:**

In July and August of each year, employees must complete 7 compliance modules through SafeColleges. These modules take approximately 2.5 hours to complete and our compliance is mandated by the federal government. 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 31<sup>st</sup> each year.

Employees paid through EDUStaff will complete the 7 compliance modules through GCN by August 31<sup>st</sup> each year.

## **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.

## **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.

**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. Personnel Services 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.

**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.

**Setting Goals:**

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. Also, consider what departmental/ divisional goals the employee could be contributing to.

**A minimum of 3 goals are required.**

- One (or more) goal should be professional (Professional development, certification, learn a new skill, etc.)
- The other 2 goals (or more) should be aligned to advance Vision 2020, Strategic Plan, or department/ divisional 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.