



GPS GROWTH, PLANNING, & SUPPORT

PERFORMANCE EVALUATIONS

- An employee evaluation is the assessment and review of an employees job performance for the past year.

THE EVALUATION

- Self Evaluation
- Basic Job Requirements
- Job Specific Requirements
- Interpersonal Skills



THE EVALUATION

- Improvements
- Strengths
- Goals
- Professional Development



ISSUES?

- Not related to the position
- Once a year
- Too general, one size fits all
- Little supervisor/employee flexibility

HOW ABOUT A NEW APPROACH

- Performance discussed in real-time
 - An employee is consistently late for work
 - An employee has the responsibility to generate a weekly process and report, they have missed the last two weeks
 - Do we just discuss the improvements, what else can be discussed?

FAQ'S

- Will I have to turn in paperwork to HR for the performance evaluation program?
- Answer: No, nothing for the performance evaluation is required to be sent to HR. The employee and the supervisor at the departmental level will retain the documentation notes.

FAQ'S

- Does this affect the faculty evaluation process?
- Answer: No, this is for full-time administrators and staff. The faculty evaluation process remains the same.

FAQ'S

- Can supervisors still ask for alternative forms for feedback?
- Answer: Yes, information may be collected to aid the feedback conversations.

FAQ'S

- Without a formal review, how will annual pay for performance (merit) be distributed?
- Answer: The pay per performance is administered based on the guidelines issued by the HR and the Budget office approved by Executive Cabinet. Information will be sent to supervisors and will be available on the HR website.

FAQ'S

- Will I have to complete a six-month probationary evaluation?
- Answer: A formal document is not required to be submitted to HR. Monthly conversations are encouraged for the new employee with the supervisor. The probationary period for Full-Time Staff is six months which may be extended by three months upon approval from Employee Relations. Contact John Robinson in Employee Relations to discuss probationary extension and terminations.

GPS

- GROWTH
- PLANNING
- SUPPORT



MANAGER/SUPERVISOR & EMPLOYEE ROLE

- Prepare for the meeting
- Meet & Plan
- Follow-up

COMMUNICATION



TYPES OF GOALS

- Performance
 - Appropriate to the level of the position
 - Related to job responsibilities and deliverables
 - Aligned to higher level goals
- Developmental
 - Learning-oriented
 - Support higher level performance in the employee's current job and career advancement

GOALS BASED ON THE COLLEGE VISION, MISSION & VALUES

Salt Lake Community College will be a model for inclusive and transformative education, strengthening the communities we serve through the success of our students.

- **MISSION:** Salt Lake Community College is your community college. We engage and support students in educational pathways leading to successful transfer and meaningful employment.
- **VALUES:**
 - Collaboration
 - Community
 - Inclusivity
 - Learning
 - Innovation
 - Integrity
 - Trust

SMART GOALS

- | | | |
|---|------------|--|
| S | Specific | What will be accomplished? What actions will you take? |
| M | Measurable | What data will measure the goal? (How much? How many? How well?) |
| A | Achievable | Is the goal doable? Do you have the necessary skills and resources? |
| R | Relevant | How does the goal align with broader goals? Why is the result important? |
| T | Time-Based | What is the time frame for accomplishing the goal? |
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PREPARE FOR THE MEETING

- Review any past goals or accomplishments
- Decide on the development you want to convey
 - What resources are there
 - Research when it is offered, is it feasible, are there cost associated
 - Make notes the topics you want to cover
- Stay on track

MEETING

- Free from distraction
- Review the items you have prepared
- Ask and Listen
 - Share your perspective on the ideas that have been shared
 - Decide together how you want to achieve the goals/development

FOLLOW-UP

- SUPERVISORS
 - Check-in informally on a regular basis
 - Milestones
- EMPLOYEE
 - Act on the plan
 - Schedule meetings if necessary



ADAPTIONS

- Different type of employees will require different types of goals

ACTIVITY

- Get into groups of two
- Look at Vision, Mission and Values
- Work together and develop one goal for each of you based on the Vision, Mission and Values
 - SMART
 - Position applicable

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| Interests & Strengths that are not being utilized or could be utilized more | Development Opportunities (list activities/ opportunities involving the interest & strengths) | Action Steps for Success (what knowledge, skills and abilities need to be enhanced) | Date to be achieved |
|--|--|--|------------------------|
|--|--|--|------------------------|

**I have had some hiring
experience but I haven't
been able to utilize it at
the College**

When planning, keep in mind: Specific, Measurable, Achievable, Realistic, and Time-based

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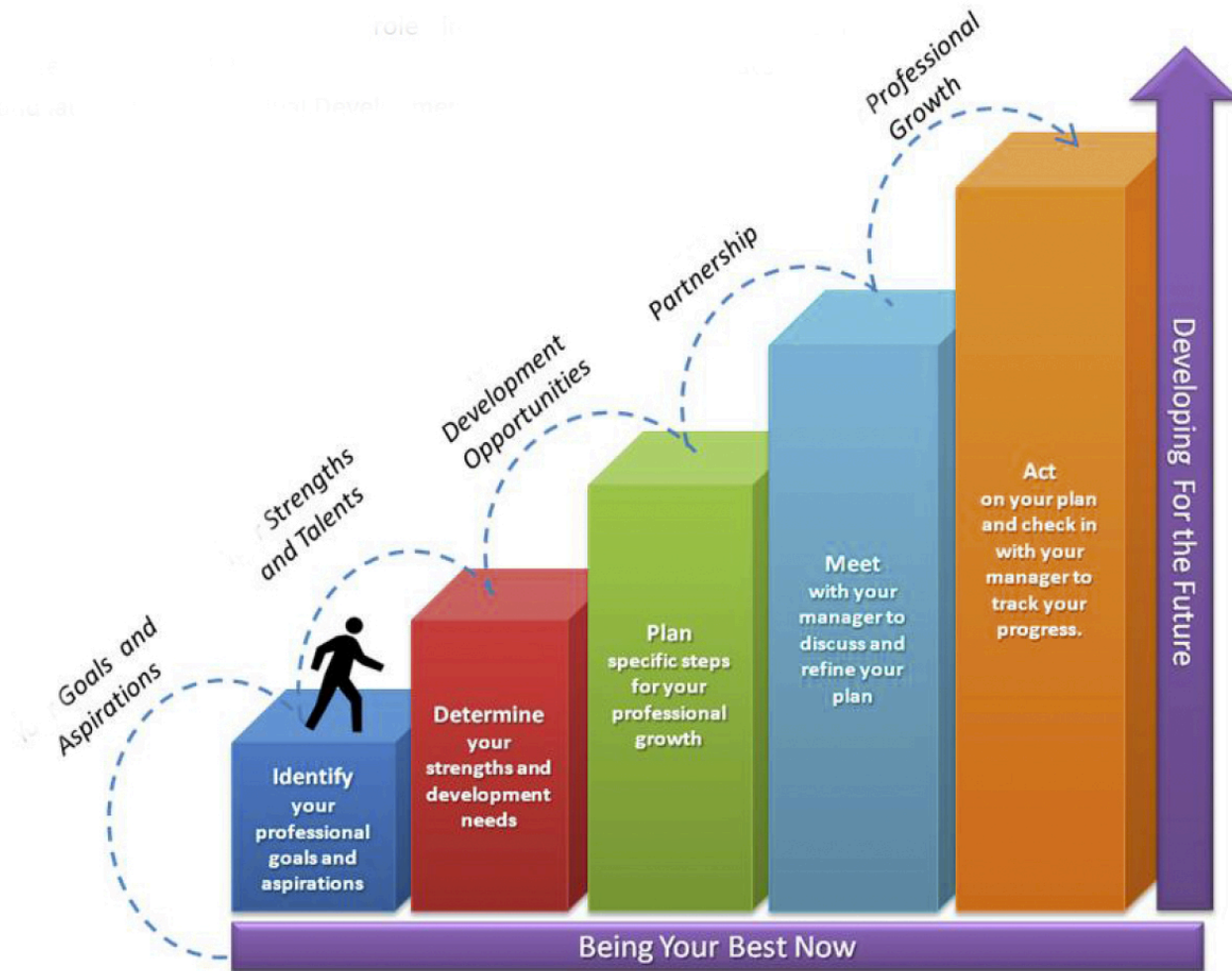
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The first two areas can be successfully achieved within the next 2 months. The chairing of the committee will be determined when the vacancy happens.

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TALENT MANAGEMENT

