

To: All Full-time Staff & Administrators

From: Human Resources

Date: March 22, 2016

Subject: Performance Evaluations Program

To foster more meaningful discussions and real-time feedback, effective immediately, the College is retiring the Performance Excellence Program (PEP) and will transition to a new program called Growth, Planning and Support (GPS). The GPS program will be managed by the supervisor and will include regular discussions with employees regarding goals, expectations, performance, and professional development. Instead of waiting to have these discussions once a year, the discussions will occur throughout the year. HR will provide a conversation guide and coaching for supervisors so they can facilitate productive and meaningful conversations with their employees.

As the new program is developed, additional information will be sent out. This year, in place of the PEP forms and discussion, supervisors are asked to meet with their employees individually to discuss how the employee's job relates to the College's strategic plan and to identify meaningful professional development opportunities that will assist the employee in meeting their personal and departmental goals.

The employee and the supervisor will retain the documentation notes for reference throughout the year.

If you have questions, please call or email: Marni Fisher (ext. 4812) or Merrill VanLeuven (ext. 4324).