

HUMAN RESOURCES

CALDWELL COLLEGE

NON-EXEMPT PERFORMANCE EVALUATION

Spring 2009 CALENDAR

- May 6 Human Resources to distribute evaluation materials to supervisors.
- May 22 Deadline for supervisors to complete the evaluation reports and submit to Human Resources for discussion and review. Faculty Chairs and others who jointly supervise office support staff should meet to discuss and produce a single evaluation for each individual. Multiple evaluations are discouraged. This is a good opportunity to discuss skills and competencies and revisions to job descriptions. Evaluations must not be delivered until after this step.
- May 29 Deadline for Human Resources to return evaluation forms to supervisors.
- June 12 Deadline for supervisors to deliver evaluations to employees and obtain signatures of employees on evaluations reports.
- June 19 Deadline for submission of completed, delivered and signed evaluation forms to be submitted to Human Resources.

Faculty supervisors of non-exempt staff who do not expect to be on campus after graduation should adjust this schedule accordingly.

Please do not hesitate to contact HR with questions or for assistance.

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