

HUMAN RESOURCES

CALDWELL COLLEGE EXEMPT ANNUAL PERFORMANCE EVALUATION SPRING 2009 CALENDAR

- April 27, 2009** Human Resources to e-mail links to 2009 *Self Evaluation Report* and *Performance Evaluation Report* forms and job descriptions for direct reports to supervisors. Supervisors to distribute department copies of 2008 self-evaluation forms with mid-year updates & job descriptions to employees. Supervisors to instruct employees to access 2009 *Self Evaluation Report* forms from HR website. When setting Plans and Priorities for FY 2010, specific links to the strategic plan, *Caldwell College 2012: Tradition & Transition* and *Priorities & Strategies FY 2009* (both available on HR website) are to be made whenever possible.
- Wk of May 4th** HR to provide performance evaluation training for new employees and supervisors.
- June 1** Supervisors to contact HR to notify of intent to recommend a promotion.
- June 5** Deadline for supervisors and employees to meet to discuss self-evaluations and 2010 plans and priorities and to update job descriptions if needed.
- June 26** Deadline for supervisors to complete *Performance Evaluation Reports* and submit them with completed self-evaluations and job descriptions to the vice president, **in person, in a scheduled meeting during which supervisors and vice presidents discuss and mutually agree upon individual ratings.** Significant changes to job descriptions must be initialed by supervisor and vice president. **Evaluation should be complete with sufficient written commentary.** *Evaluations must not be delivered to the employees yet!*
- Deadline for submitting completed promotion requests to HR per *Procedure for Recommending Promotions*
- July 10** Deadline for vice presidents to submit completed evaluation forms with self-evaluation and job descriptions to Human Resources.
- Wk of July 13** Norming session by Salary & Review Committee.
- Wk of July 20** Human Resources to return original evaluation reports to supervisors.
- July 20th – July 31** Supervisors to meet with employees to review actual *Performance Evaluation Reports*.
- August 7** Deadline for submission of completed, delivered, and signed forms (*Performance Evaluation Reports, Self Evaluations Forms, Plans & Priorities, and Job Descriptions*) to cluster Vice President.
- August 14** Deadline for completed, delivered, signed evaluation reports with self-evaluations and job descriptions to be submitted by VP's to Human Resources.

