

COLUMBUS STATE COMMUNITY COLLEGE
POLICY AND PROCEDURES MANUAL

PERFORMANCE MANAGEMENT
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Effective September 22, 2016

(1) Yearly Process

At the beginning of each review period, the supervisor and employee shall establish goals (both departmental and professional) and activities that shall be performed during the review period and how the activities will be measured and documented. The plan shall describe how the goals and activities will further the needs of the employee, department, division and/or the college. The supervisor and employee should jointly develop the plan. Throughout the review period, the supervisor and employee shall regularly meet to review the status of the plan to make necessary adjustments, clarifications and address misunderstandings or deficiencies.

After the end of the evaluation period, the employee and the supervisor shall meet to perform a formal performance review and discuss the plan for that year using the performance review form/system. The employee shall do a self-appraisal/review documenting the activity and progress in all areas and submit it to the supervisor prior to the formal performance review. This supervisor's performance review will provide the necessary information to be used for both the salary/bonus recommendation as well as form the basis for next year's Performance Planning meeting. The outcome of the meeting and subsequent recommendation shall be one of the following. The employee's performance is rated as:

- Unsatisfactory
- Needs Development
- Accomplished
- Exemplary

The finalized performance review document and salary/bonus recommendation will be submitted through the formal chain of supervision and filed with the Human Resources Department prior to the end of the evaluation period.

(2) Once the review is complete, the steps to completing an annual review are:

- (a) The next level administrator has the option to view the annual review before the supervisor delivers it to the employee to provide feedback.

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- (b) The supervisor delivers the review to the employee.
- (c) The employee signs off on the review (the signature does not indicate that the employee agrees or disagrees with the content, but rather acknowledges the employee received the review).
- (d) The supervisor signs the review.
- (e) The next level administrator signs the review.
- (f) The review is submit to Human Resources for filing through the performance management system.