

COLUMBUS STATE COMMUNITY COLLEGE  
POLICY AND PROCEDURES MANUAL

---

Performance Management  
Procedure No. 3-03 (D)  
Page 1 of 1

Effective April 1, 2009

(1) Yearly Process

The evaluation period each year for the purposes of **performance planning, review and salary increases** shall be July 1 through June 30<sup>th</sup>. At the beginning of each evaluation period, the supervisor and the employee shall meet in a Performance Planning meeting to establish the goals (both departmental and professional) and activity that shall be performed each year and how that activity will be measured and documented. The **Performance Planning Guide** shall describe how the goals and activity will further the needs of the employee, department, division and/or the college. The supervisor and the employee must jointly develop the year-long plan. At the mid-year point (**typically in December**), the supervisor and the employee shall meet to review the status of the plan in order to make any needed adjustments and to prevent any misunderstandings.

No later than thirty (30) days prior to 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 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:

1. Does not meet expectations
2. Partially meets expectations
3. **Meets expectations**
4. Exceeds expectations

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

*New Procedure*