

## ATLANTA METROPOLITAN COLLEGE

### **PERFORMANCE EVALUATION PROCESS** **PROFESSIONAL, ADMINISTRATIVE AND NON-EXEMPT**

The Atlanta Metropolitan College policy on employee evaluation plays a vital role in the success of the College. An important reason for conducting employee performance evaluations is to communicate what performance is expected and how well the employee is performing in relations to those expectations.

- I.** The evaluation process should be thoroughly explained to the employee. Each category on which the employee is being evaluated should be explained and discussed in detail with the employee. This process will also give the supervisor an excellent opportunity to compliment the employee on good or superior performance, or if necessary, to discuss ways of improving their performances. In addition, the employee should be given ample opportunity to question and respond to any and all aspects of their evaluation.

**II. CONFIDENTIALITY**

The completed Performance Evaluation Form must be handled with the highest degree of confidentiality possible. The evaluation form must then be forwarded to the Office of Human Resources in a timely manner after all appropriate signatures have been obtain.

**III. INSTRUCTIONS FOR COMPLETING THE PERFORMANCE EVALUATION FORM:**

1. The supervisor completes the Performance Evaluation Form.
2. Evaluation results are then discussed with the employee and signed.
3. The form is revised and signed by the appropriate Division/Department Head and/or Vice President (if applicable).
4. The Performance Evaluation Form is then forwarded to the Office of Human Resources.

The employee, when asked to sign the Performance Evaluation form, should be informed that their signature does not imply their agreement with the evaluation results, **but** that the evaluation has been reviewed and explained by the evaluator.

- IV.** In completing the Performance Evaluation Form, consideration should be given only to actual observed job performance. After completion of the Performance Evaluation Form, the supervisor should review all marks to ensure that:

1. You have not been influenced by personal or emotional considerations such as friendship or prejudice.
2. You have not been influenced by the opinions of others.
3. The mark reflects the overall performance level of the employee over the entire report period and is not based on isolated instances of success or failure, nor is the mark based on a cumulative record of the employee's performance prior to this report period.
4. You have not been influenced by the employee's length of service.
5. You have, to the best of your ability, responded objectively and accurately with regard to the employee's performance.

**V. INSTRUCTIONS FOR COMPLETING THE PLAN FOR IMPROVEMENT FORM:**

1. The supervisor **must complete** the Plan for Improvement Form if an employee's overall evaluation is rated a "needs improvement: or is "unacceptable".
2. Supervisors may also use the Plan for Improvement Form if an employee's overall evaluation is "outstanding", "exceed requirements", or "meets requirements", but a specified area is evaluated as "needs improvement" or "unacceptable".
3. Details of this plan must be discussed and explained with the employee and a time limit set as to when these areas should be improved.
4. A Follow-Up Plan for Improvement Form is necessary to complete the improvement plan for the employee and must be completed by the date indicated. This form is to be completed by the supervisor only and must be discussed with the employee as to what action is being recommended.