

*Policy No.: 5005
Board
Approved:
July 1993
Revised:
September 21,
2004, May
2024 pending*

Employee Performance Evaluation/Assessment

~~Performance evaluations are to be conducted on an annual basis at HCC. A performance evaluation system is a comprehensive approach for managers/supervisors to work in partnership with each employee toward accomplishing the overall mission, vision and goals of the College and any additional objectives established by the leadership of the units. The performance evaluation system is designed to facilitate dialogue and communication between managers or supervisors and employees in order to receive objective feedback on performance, and to discuss performance objectives and expectations where applicable.~~

Purpose:

Each employee contributes to the overall success of the College in fulfillment of its mission and vision in serving students and the community. It is therefore important for employees to grow professionally and strive for continuous improvement and equally important for supervisors to support employees in this achievement.

Expectation:

It is an expectation that all employees are evaluated annually. Supervisors are to work in partnership with employees to establish performance goals, provide clear expectations and offer supports and coaching. Specifically, the College utilizes a performance evaluation system through Kronos where the employee and supervisor address accomplishments, professional development and identified and measurable goals.