

Procedure 3.3.2.2 Human Resources: Evaluations: Evaluation of Staff

**TRI-COUNTY
COMMUNITY COLLEGE**

**HUMAN RESOURCES
EVALUATIONS**

**PROCEDURE
3.3.2.2**

Annual performance appraisals must be completed for every employee who is no longer in a probationary period. The annual appraisal must be completed by the end of May each year and pertain to the fiscal period of July 1- June 30 of the current year. The appraisal includes a review of job descriptions, a self-appraisal and an appraisal by the supervisor.

When the appraisal has been completed, the staff member signs the form to indicate completion only (not agreement or disagreement). The appraisal form (original) is then sent to the appropriate vice president (or to the president, for employees who answer directly to the president) for administrative review. The vice president or president then initials and dates the form and forwards it to the Director of Human Resources to be placed in the employee's personnel file. A copy of the form is given to the employee if desired.

Adopted and Revised: 3/25/10; 5/24/18 BOT