

## INSTRUCTIONS – PERFORMANCE APPRAISAL FOR STAFF

(Evaluation Period August 1, 2020 – June 30, 2021 – Revised from July 31, 2021)

The new Performance Appraisal contains three sections and is designed for alignment of individual performance to strategic goals.

### **Section A1: Strategic Initiatives of the College and/or Department Goals**

This section lists the strategic initiatives in our College's strategic plan. A department can also emphasize its own goals and objectives to supplement the strategic initiatives. The complete Strategic Plan is available at [https://jewell.edu/sites/default/files/pdf/William\\_Jewell\\_Strategic\\_Plan.pdf](https://jewell.edu/sites/default/files/pdf/William_Jewell_Strategic_Plan.pdf).

### **Section A2: Individual Goals aligned to the College Strategic Plan.**

In this section, an employee shares what they wish to achieve in the evaluation period August 2020 – June 2021 that aligns to the strategic initiatives listed in A1. All employees should address diversity, equity and inclusion efforts. *Refer to the attachment for possible talking points.*

There is also an opportunity in this section to identify any needs that will help the employee achieve goals, e.g., training, recognition, equipment, etc.

**Section B: Employees and supervisors should refer to the goals and action plans from Section A1 and A2 to complete Section B.**

### **Section B: Employee Comments**

Employee comments include two subsections.

**Accomplishments/contributions that advanced College Strategic Initiatives.** In this section, the employee will have an opportunity at the end of the reporting period (June 2021) to share their accomplishments and contributions that they listed previously in section A2.

If additional space is required, please provide an attachment. Employees will rate their level of contributions and accomplishments in the scale provided.

**Challenges/Opportunities related to impact of COVID-19 on work structure/duties/accomplishments.** The purpose of including this element is to recognize the unusual situation due to COVID-19 and the challenges it presents in

accomplishing goals. From this experience we may have learned new ways to accomplish the work and also noted the impediments/challenges involved in working remotely (if applicable).

### **Section C: Supervisor Comments – Employee Performance**

Section C1 has been removed and is N/A since goals for next period will be captured in Paycor. Section C2 (now Section C) is completed at the end of the evaluation period (June 30, 2021). A summary rating is checked to indicate level of performance. **(Note: This section is completed at the end of the Evaluation period).**

### **Signatures Page**

The last page provides signatures that are obtained at the various stages of the performance evaluation process.

#### Performance Planning

At the beginning of the evaluation period signatures are obtained to document performance planning and goal setting. (The form is retained by the supervisor and a copy for the employee throughout the appraisal period.)

Mid-year Feedback meeting was conducted to review accomplishments, goals and discuss necessary support.

#### Performance Appraisal

Signatures are obtained at conclusion of the evaluation period. Employees should receive a copy for their records. Supervisors should email a copy of the final Performance Appraisal to the Office of Human Resources, and keep a copy for their own record.

**Note: Going forward, with our new HR Information System (Paycor), these documents will be available and managed through an automated process.**

## Attachment

**Diversity, Equity and Inclusion:** We have continued with our focus on diversity and inclusion and promoting a climate that is accepting of differences and affirming individuals. We offer the following “talking points” to consider:

### IDI (Intercultural Development Inventory)

- Did you complete the IDI and participate in the 30 minute IDI Profile review?
- What have you done with your IDP (IDI Individual Development Plan)?

### D&I Professional Development

- Have you participated in any Diversity & Inclusion events on campus? What events?
- Are you a member of a Jewell Diversity & Inclusion Work Group?
- Does your Jewell office/department engage in specific Diversity & Inclusion activities such as professional development or goal setting? Please give examples.

### D&I Personal Development

- Are you involved in Diversity & Inclusion work/activities off-campus. Please share examples.
- In the last year, have you read a book, viewed a movie, listened to a podcast, participated in a talk/discussion directly related to Diversity & Inclusion? Please talk about these and share what you learned from these.
- In the last year, what have you learned about Diversity & Inclusion from either on-campus or off-campus events? How do you think you have changed with regard to your intercultural competency? Please share examples

In addition, include Diversity and Inclusion goals for next year.