

Procedure Manual



Title: Employee Performance and Talent Management	Number: A6Hx2-3.21
Policy Number: 6Hx2-3.21	Page: 1 of 1

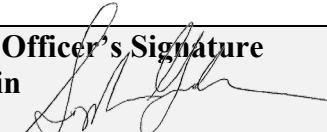
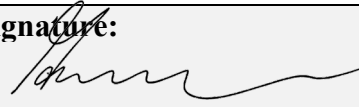
The Employee Relations Division of the Human Resources & Equity will provide information, guidance, and offer technical assistance to supervisors on effective employee performance and talent management practices. In addition, the office of Human Resources will maintain the original records in the employee's official personnel file or in electronic format.

Responsibilities: The supervisor and the employee are jointly responsible to identify common goals that relate to higher goals of the department and the strategic goals of the college. The supervisor shall communicate to the employee what is expected of him/her in order to achieve performance standards and the supervisor is responsible for the timely completion of all performance review processes and form(s).

Review Processes: Whenever possible, all review types and actions shall be reviewed by a higher level supervisor. Both the supervisor and the higher level supervisor are required to acknowledge any review.

The supervisor shall discuss any completed review with the affected employee, and the employee shall be given the opportunity to acknowledge the form, as well as make comments.

A review is considered to be completed after it has been discussed with the employee and the employee has acknowledged, with or without comments.

Recommending Officer's Signature Sophia M. Galvin 	Date: 10/7/19	President's Signature: 	Date: 10/7/19
---	-------------------------	---	-------------------------