

# Procedure Manual



<b>Title: Achievement Appraisals and Talent Management</b>	<b>Number:</b> A6Hx2-3.21
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The Talent and Culture Employee Relations Division will provide information, guidance, and offer technical assistance to team leaders on effective team members performance and talent management practices. In addition, the Office of Human Resources, Talent and Culture will maintain the original records in the team members official personnel file or in electronic format.

**Responsibilities:** The team leader and the team member are jointly responsible to identify common SMART goals that support the department and the strategic goals of the college. The team leader is responsible to communicate to the team member what is expected in order to achieve performance standards and the team leader is responsible for the timely completion of all achievement appraisal review processes and form(s).

**Achievement Appraisal Processes:** Whenever possible, all achievement appraisal types and actions shall be reviewed by the immediate supervisor. The team member and team leader are required to acknowledge any appraisal.

The team leader shall discuss achievement appraisals with their team member, and the team member shall be given the opportunity to acknowledge the appraisal, as well as make comments.

An appraisal is considered to be completed after it has been discussed with the team member and has been acknowledged by both the team member and team leader, with or without comments.

<b>Recommending Officer's Signature</b> Sophia M. Galvin	<b>Date:</b> 05/31/24	<b>President's Signature:</b> 	<b>Date:</b> 05/31/24
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