



Application

This guidance applies to the College’s employee Performance Evaluations for:

- Classified and Operational - Performance year begins on Oct. 25 and ends on Oct. 24 of the following year
- Professional/Professional Faculty - Performance year begins on June 1 – May 31 of the following year

What forms should be used?

Form Name	Employee Type	Link to form
Notice of Improvement/ Substandard Perf.	Classified only	http://www.wm.edu/offices/hr/documents/forms/needimproveform.pdf
Interim Evaluation	ALL	http://www.wm.edu/offices/hr/documents/forms/Interim%20Performance%20Evaluation.docx

Performance Management – Phase II - Monitoring

Performance Monitoring

- Ongoing monitoring of performance
- Document performance through notes, email, journals or other records kept in Supervisor’s File

Documentation

- Complete at least one Interim Evaluation
 - Interim evaluation serves as a note of performance
 - The completed form should be maintained in the Supervisor’s File and the employee receives a copy
- Documentation should be maintained in a Supervisor’s File and used at the end of the year to develop the performance evaluation
 - Supervisor’s file must be confidential; Employee has access to this file
 - This file is destroyed at the end of the year

CLASSIFIED EMPLOYEES ONLY

- Unsatisfactory performance should be documented using the Notice of Substandard Performance

Mid-Year Changes

- Significant changes in the job duties require a modification to the current year’s Performance Planning and Evaluation form (see planning steps above)
- Changes in supervisor requires the departing supervisor to complete an Interim Evaluation

Interim Evaluation Timelines

Classified/Operational	April 10 – May 25
Professional/Professional Faculty	December 1 – January 31