

GRAYSON COLLEGE EVALUATION PROCEDURE FOR STAFF/SUPPORT STAFF

In order to provide employment security and in order to promote individual and college improvement, Grayson College will evaluate its support staff utilizing the following procedure:

1. The appropriate supervisor will initiate the process during the first week of employment by orienting new employees regarding the expectations and employment conditions of the College. The first performance evaluation will be conducted after the employee has been on the job for one year.
2. Evaluations will be conducted on an annual basis. The supervisor may conduct additional evaluations during the year as needed.
3. A self-evaluation must be completed by the employee and submitted to the supervisor.
4. The supervisor will complete an evaluation form prior to meeting with the employee.
5. The supervisor will meet with the employee to discuss the evaluation.
6. As a follow-up tool, supervisors will work with each support staff to discuss a professional development plan based on data collected from colleagues, the self-evaluation, and the supervisor's evaluation. This plan will be reviewed annually to discuss positive or negative changes in performance, identify further development and training activities, and set job goals.

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