

PERFORMANCE MANAGEMENT

Performance management is a process to optimize human resources by setting and communicating clear, relevant expectations and outcomes and evaluating employees based on performance and goal achievement. Mercer County Community College encourages on-going employee development, as well as consistent open feedback between supervisors and subordinates. Supervisors and subordinates are strongly encouraged to discuss job performance and goals on an informal, consistent basis. The college endorses a performance management system which contains the following components:

- Planning session in which performance goals are set; the individual's competencies in relation to goals are reviewed and professional and career development opportunities are discussed;
- Consistent coaching which includes providing instruction, direction, guidance, encouragement and/or correction as the individual works to meet his or her goals;
- Interim adjustment and re-align of goals, as necessary; and
- Annual evaluation.

Formal performance evaluations are conducted at the end of an employee's initial period in any new position. This period, known as the probationary period, allows the supervisor and the employee to discuss the job responsibilities, standards, and performance requirements of the new position. Thereafter, annual formal performance evaluations shall be conducted to provide both supervisors and subordinates the opportunity to discuss job tasks, identify and correct weaknesses, encourage and recognize strengths, and discuss positive, purposeful approaches for meeting goals. Performance evaluations shall be conducted annually consistent with the applicable bargaining agreement and/or college procedure. If anything in this policy is inconsistent with a negotiated bargaining agreement, the agreement shall take precedence.

Approved: Board of Trustees
April 21, 2005