



## EMPLOYEE PERFORMANCE REVIEW AND IMPROVEMENT PLAN

Current Year Review for 2015/16 and Planned Goals for Next Year 2016/17

### OBJECTIVES:

The Employee Performance Review and Improvement Plan is designed to assess an employee's performance in his or her present position. It will become a part of the employee's permanent personnel file. Proper use of this tool will provide a learning experience for recognizing strengths and weaknesses of the employee, encourage personal growth and development, set realistic objectives which the employee can achieve during the subsequent twelve month period of time, and strengthen lines of communication in the institution.

### INSTRUCTIONS:

1. Working together, the employee and supervisor should review employee's current job description to see that it accurately describes the job responsibilities. Make revisions where necessary and submit those changes to HR.
2. The employee and the supervisor will each complete, separately, the current year Performance Review and suggested Performance Goals for next year (**see next page**).
3. Employee and supervisor meet to discuss the completed forms current year performance and goals for the next year.
4. Employee and supervisor reach a consensus on the goals for next year.
5. Adding additional comments if desired, employee and supervisor sign and date the Consensus form.
6. Forward a copy of the review to the appropriate VP (if necessary) and to HR for inclusion in the employee's personnel file.
7. Schedule a date for next year's annual performance review.\*

\* In some cases, a performance review might be scheduled sooner than one year hence, to look at overall performance or at specific performance goals.

## HCC Shared Performance Expectations

**B - Be competent at your work** - Know your area of work or study and consistently perform to expectations and use constructive feedback to improve.

**C - Communicate effectively** - Create a message – in written, oral, or visual form – that is clearly understood by the intended audience.

**R - Respect others** - Show respect for other people and be open to perspectives different than your own; treat people with empathy and kindness.

**T - Think critically** - Apply critical thinking methods to relevant issues and problems – examine assumptions, gather relevant and reliable data and information, make conclusions based on evidence.

**A - Act responsibly** - Within your role or roles at HCC, meet your commitments and be accountable for your own professional behavior and performance.

**W - Work effectively in teams** - Contribute productively - as a leader or a member - as part of a team that may have members who are different than you in some significant way.





Employee Name: \_\_\_\_\_

Supervisor Name: \_\_\_\_\_

**EMPLOYEE FORM** -- Table 2-E. Improvement Plan for Next Year 2016/17

<b>Goal</b> What do you want to accomplish?	<b>Benefit of Goal</b> Who will benefit from what you want to accomplish?	<b>Alignment</b> How does your goal align with the College CLO's?	<b>Plan of Action</b> How are you going to accomplish this goal?	<b>Measurement</b> How will you know that you have accomplished it?	<b>Timeline</b> When will major pieces of the Plan of Action take place?	<b>Analysis of Results</b> What is the evidence that your actions were effective and how did or will you use them for improvement?

Employee Name: \_\_\_\_\_

Supervisor Name: \_\_\_\_\_

**SUPERVISOR FORM** -- Table 2-S. Improvement Plan for Next Year 2016/17

<b>Goal</b> What do you want to accomplish?	<b>Benefit of Goal</b> Who will benefit from what you want to accomplish?	<b>Alignment</b> How does your goal align with the College CLO's?	<b>Plan of Action</b> How are you going to accomplish this goal?	<b>Measurement</b> How will you know that you have accomplished it?	<b>Timeline</b> When will major pieces of the Plan of Action take place?	<b>Analysis of Results</b> What is the evidence that your actions were effective and how did or will you use them for improvement?

Employee Name: \_\_\_\_\_

Supervisor Name: \_\_\_\_\_

**CONSENSUS FORM** -- Table 2-C. Improvement Plan for Next Year 2016/17

<b>Goal</b> What do you want to accomplish?	<b>Benefit of Goal</b> Who will benefit from what you want to accomplish?	<b>Alignment</b> How does your goal align with the College CLO's?	<b>Plan of Action</b> How are you going to accomplish this goal?	<b>Measurement</b> How will you know that you have accomplished it?	<b>Timeline</b> When will major pieces of the Plan of Action take place?	<b>Analysis of Results</b> What is the evidence that your actions were effective and how did or will you use them for improvement?

Employee Name: \_\_\_\_\_

Supervisor Name: \_\_\_\_\_

We, employee and supervisor, have discussed the above goals and agree that they will be, along with the job description, the basis for the review of work in the current year.

Additional supervisor comments (optional):

Additional employee comments (optional):

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date