

COORDINATION OF ACTIVITIES/TIMETABLE FOR SUPPORT STAFF EVALUATION

The annual evaluation of support staff is coordinated through the Personnel Office. All formation/questionnaires are originated from this office and questionnaires/other information are returned to this office.

Timetable of Major Activities/Events

(Activity)	(Time Frame)
1. Personnel Office sends information explaining the details of the evaluation procedure to all support staff and supervisors.	1st week March
2. Supervisor notifies Personnel Office requesting support staff member to be included in upcoming evaluation, or support staff member notifies Personnel Office who desires to be included in this cycle of evaluation.	1st week March
3. <u>Support Staff Identify "Working Associates" (optional) Evaluators</u> -- Each support staff member identifies eight (8) members of the College staff as evaluators, five (5) are chosen as evaluators by the supervisor.	2nd week March
4. <u>Evaluation Questionnaires Sent Out</u> a. Each supervisor/support staff member receives a supervisor/self evaluation form and a general evaluation form. b. Staff of the person being evaluated will receive a general evaluation form. c. Identified "Working Associates" will receive a general evaluation form to complete. d. Community individuals/organizations receive a general evaluation form if support staff member opted for this additional evaluation.	3rd week March

The deadline for all Questionnaires to be received is by the end of the second week of April.

5. Questionnaires Forwarded to Computer Center -- Computer Center processes questionnaires and develops evaluation printout. 3rd week April
6. Supervisor and Support Staff Member -- Supervisor and support staff member independently review evaluation. 4th week April
7. Evaluation Conference -- Evaluation conference held between staff member and supervisor to discuss evaluation. Deadline for all evaluation material to be returned to the Personnel Office: 4th week April & 1st week May
3rd week May

NOTE: The supervisor's overall evaluation is the overriding factor in a support staff members performance evaluation.