OVERVIEW OF ANNUAL PERFORMANCE EXCELLENCE PROCESS – FOR SUPERVISORS

2/11/22

Agenda

- Timeline
- The Annual Review Process
- Supervisor Feedback
- Appeal Process
- Performance Concerns
- Questions
Timeline

Reporting Period: March 1, 2021 – February 28, 2022

For full/part-time employees hired before September 1, 2021

<table>
<thead>
<tr>
<th>Task</th>
<th>Date</th>
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<tbody>
<tr>
<td>Evaluation forms available on the HR Website</td>
<td>March 1, 2022</td>
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<tr>
<td>Employees and Supervisors complete self/staff evaluation</td>
<td>by March 31, 2022</td>
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<tr>
<td>Optional employee review of their supervisor form due to HR (online form through Qualtrics)</td>
<td>by March 31, 2022</td>
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<tr>
<td>Employees and Supervisors schedule and conduct performance review meeting</td>
<td>by April 29, 2022</td>
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<tr>
<td>Fully signed and completed evaluation forms due to HR</td>
<td>May 6, 2022</td>
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<tr>
<td>Appeals due to HR and immediate supervisor</td>
<td>May 13, 2022</td>
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<td>Notice of appeal decisions</td>
<td>May 20, 2022</td>
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The Annual Review Process

- Form Review
Direct Supervisor Feedback

- Via Qualtrics
- Directly to HR & Shared with Your Immediate Supervisor

QUESTIONS
- What has your supervisor done to support your growth and development in your current role?
- What are your supervisor’s key strengths?
- What can your supervisor do differently that would improve their effectiveness?
- What does your supervisor do to provide you with regular feedback and guidance that is meaningful and effective in supporting you in your role?
- What does your supervisor do to support diversity and inclusion within your department, division, and/or Colorado College?

Appeal Process

- Staff may only appeal “Did NOT meet performance expectations”
- Written appeals to CCPerformance@coloradocollege.edu and their immediate supervisor by May 13, 2022
  - HR Acknowledges receipt
  - HR forms appeal team of 2 other employees
  - Appeal team reviews documentation from employee and supervisor
  - Appeal team makes recommendation to the Sr. VP, COO/CFO
  - Sr. VP, COO/CFO makes final determination to uphold or overturn the rating
  - HR communicates final determination to supervisor and employee by May 20, 2022
Performance Concerns

- Biases
- Multiple Truths – Start a conversation with the hope of learning something new/different
  - Barriers
  - Unrealistic Expectations
  - Priorities have Shifted
- Speak with Immediate Supervisor and/or HR
- Performance Improvement Plan (PIP)

Questions?