



## OVERVIEW OF ANNUAL PERFORMANCE EXCELLENCE PROCESS – FOR SUPERVISORS

2/11/22

1



### Agenda

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

2



## Timeline

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

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

Task	Date
Evaluation forms available on the HR Website	March 1, 2022
Employees and Supervisors complete self/staff evaluation	by March 31, 2022
Optional employee review of their supervisor form due to HR (online form through Qualtrics)	by March 31, 2022
Employees and Supervisors schedule and conduct performance review meeting	by April 29, 2022
Fully signed and completed evaluation forms due to HR <a href="mailto:CCPerformance@coloradocollege.edu">CCPerformance@coloradocollege.edu</a>	May 6, 2022
Appeals due to HR and immediate supervisor	May 13, 2022
Notice of appeal decisions	May 20, 2022

3



## The Annual Review Process

- Form Review

4



## 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?

5



## Appeal Process

- Staff may only appeal “Did NOT meet performance expectations”
- Written appeals to [CCPerformance@coloradocollege.edu](mailto: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

6



## 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)

7



## Questions?



8