

**MOTLOW STATE COMMUNITY COLLEGE**

***SUBJECT: PERFORMANCE APPRAISAL PLANNING CALENDAR  
FOR ADMINISTRATIVE AND SUPPORT STAFF***

The Human Resources Office is responsible for coordinating the performance appraisal process. All steps are taken in cooperation with the supervisor, appropriate vice president, and the President.

Annual Performance Appraisal:

Completion Date	Activity
First week in March	Human Resources distributes evaluation forms to supervisors and review input form to employees.
First week in April	Employees submit goals and objectives to their supervisors using the review input form.
Month of April	Supervisors complete evaluations and meet with each employee to discuss appraisal.
May 1	All evaluations are submitted to vice presidents for review.
May 15	All evaluations are submitted to the president for review.
Month of October	Supervisors meet with those employees who need follow-up based upon their annual evaluation.

Special exceptions to annual review will be considered for individuals who are currently still in or have just completed review for their probationary period.

Probationary Performance Appraisal:

Completion Date	Activity
One month from date of hire	Human Resources distributes evaluation forms to supervisors and review input form to employees.
Two weeks from the date of evaluation and input forms submission	Employees submit goals and objectives to their supervisors using the review input form.
Five months from date of hire	Human Resources distributes evaluation forms to supervisors and review input form to employees.
Two weeks from the date of evaluation and input forms submission	Employees submit goals and objectives to their supervisors using the review input form.