
Performance Management

POLICY STATEMENT

The process of performance management, which occurs during each fiscal year between July 1 and June 30, is designed to achieve the following goals:

- Make employees aware of what is expected of them
- Provide employees with feedback about their performance
- Provide employees with opportunities for continuous learning and development

The President, through the Director of Human Resources, is responsible for ensuring that the performance management process is developed and implemented as appropriate to employee classification and status as defined in Policy 2.01 Employee Classification and Status, that applicable procedures and any required forms are available, and that revisions are made through appropriate collaborative efforts with affected employee groups. Management is responsible for ensuring that employees are evaluated according to the processes developed and implemented.

Performance of regular full-time and regular part-time employees is appraised on an annual cycle following established guidelines. Procedures and required forms are available electronically through the Human Resources department.

Staff (both Full time and Regular PT):

- Start: July 1
- Completion: June 30

Faculty:

- Start: September 15
- Completion: April 30 with overall rating designated, discussed and signed and returned to Human Resources by May 30

PROCEDURE

[Yavapai College Performance Management](#)

POLICY HISTORY

Formerly Policy 2.2.4, Adopted 1/25/2000
Revised 4/14/2009
Revised 8/15/2011
Renumbered to Policy 2.04 in 10/2014
Revised 11/3/2015
Revised 1/17/2018
