

# Non-Faculty Performance Appraisals

## The Performance Appraisal process at OCCC is meant to be a tool that:

- Encourages collaboration and continuous improvement between HR, supervisors, and employees
- Invests in employee development and growth
- Tracks accomplishments and celebrates achievement
- Identifies areas of need and support
- Identifies candidates for succession planning

## Performance Appraisal Timeline:

For now, the process will follow the fiscal year from July 1 to June 1. In total, a supervisor and employee will meet 3 times in a formal capacity to discuss core competencies, performance expectations and progress, and goal achievement. At the year-end evaluation, the overall scores for core competencies and goals should not come as a surprise to employees, as regular communication about performance is an ongoing responsibility of a supervisor.

As this is an implementation year, the focus is on training, learning, and supporting supervisors and employees as they engage in this performance appraisal process.

### July 1 – August 15

#### Initial Performance Meeting & Planning

- Supervisor and employee meet
- Discuss core competencies, performance expectations, and write SMART goals
- Submit to HR

### By May 1

#### Employee SMART Goal Assessment

- Employee completes self-appraisal independently
- Reflects on goal achievement, strengths, and areas for improvement
- Returns to supervisor

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### Before Winter Break

#### Mid-year Check-in Meeting

- Supervisor and employee meet
- Discuss how performance is going, review and adjust goals as necessary
- Submit to HR

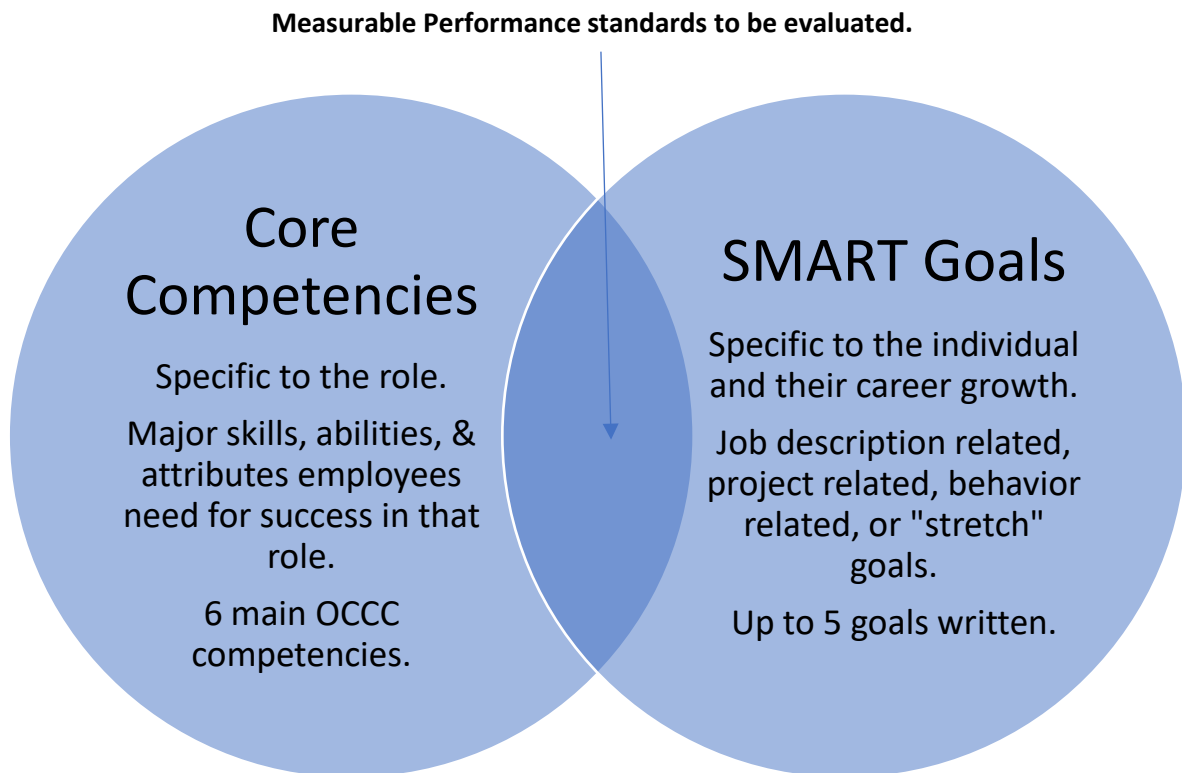
### By June 1

#### Evaluation & Final Performance Meeting

- Supervisor evaluates core competencies and goals
- Supervisor and employee meet to discuss evaluation
- Submit to HR

## Evaluation Categories

Core competencies and SMART goals will be evaluated.



**Core Competencies:** There are 6 main core work competencies that all employees at OCCC will be evaluated on. There may be additional competencies depending on the position (including for supervisors).

1. Communication
2. Interpersonal skills
3. Customer service
4. Job knowledge
5. Accountability
6. Diversity, Equity, and Inclusion

**SMART Goals:** A framework for writing goals that ensures they are specific, measurable, achievable, relevant, and time-bound.

**Example:** I want to create supervisory training → I want to create a 4-week long supervisor training by August 1, 2021.

### Tips for Success

Do	Don't
Set expectations around core competencies	Be vague with feedback
Continue with regular check-ins	Neglect regular feedback
Reach out to HR	Use review for disciplinary matters

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