

Non-Faculty Performance Appraisals



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Agenda

Performance Appraisal Overview,
Timeline, & Process



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Collaborative continuous improvement



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**1: Performance
Planning**

**2. Mid-Year
Review**

**3. Year-End
Evaluation**



July 1 – August 15
Initial Performance
Meeting & Planning

By May 1
Employee SMART
Goal Assessment



**Before Winter
Break (Dec. 15)**
Mid-Year
Check-in
Meeting

May 1 – June 1
Final Performance
Meeting &
Evaluation



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Core Competencies & Goal Setting

Core Competencies

- Major skills
- Abilities
- Attributes

Goal Setting

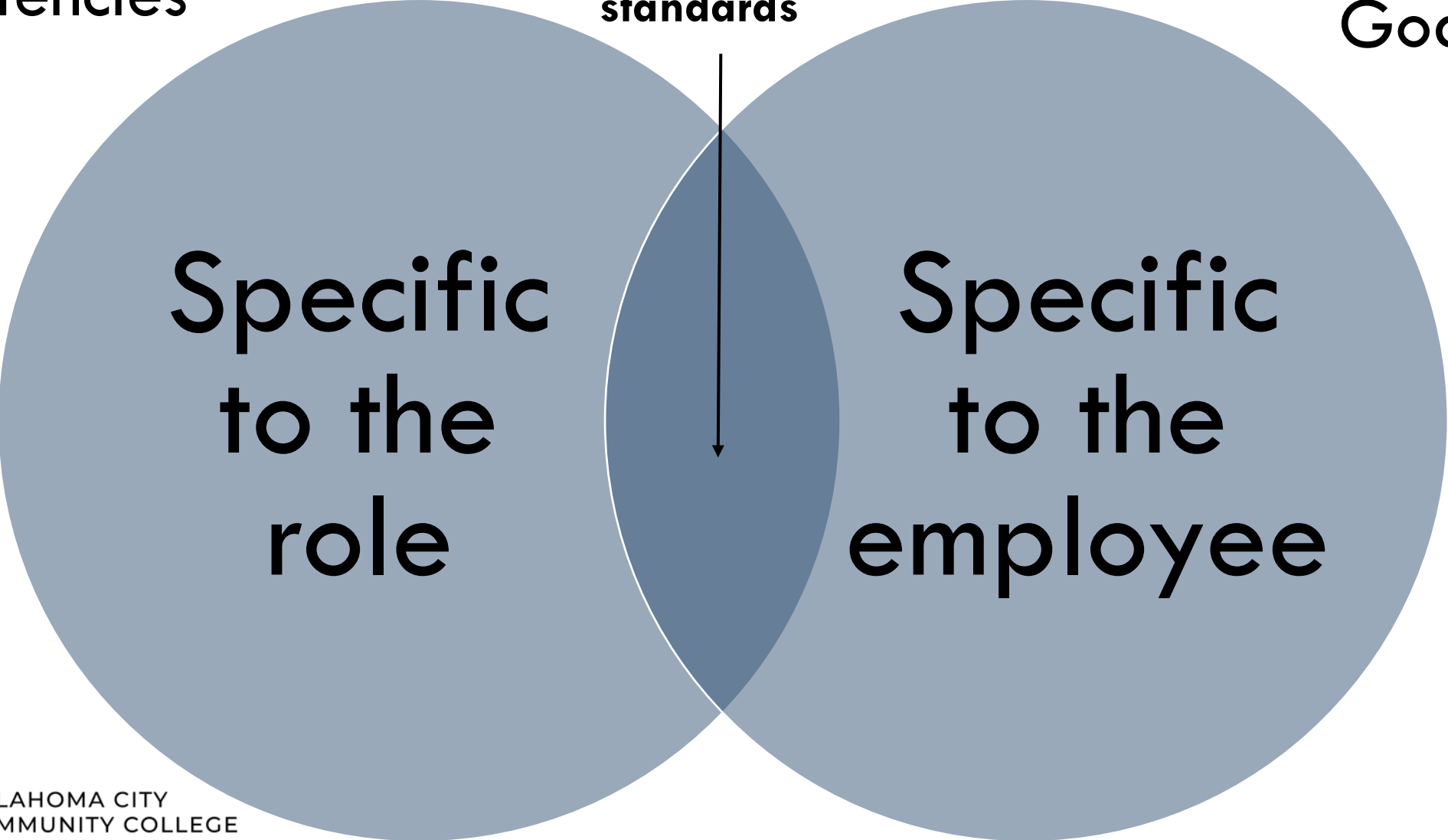
- Job related
- Project related
- Behavior Related
- “Stretch” goals



Core
Competencies

Measurable
performance
standards

SMART
Goals



OCCC Core Competencies

6 main core work competencies:

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



Specific

Measurable

Achievable

Relevant

Time-bound



Writing SMART goals

1. Choose type of goal (job, project, behavior, stretch)

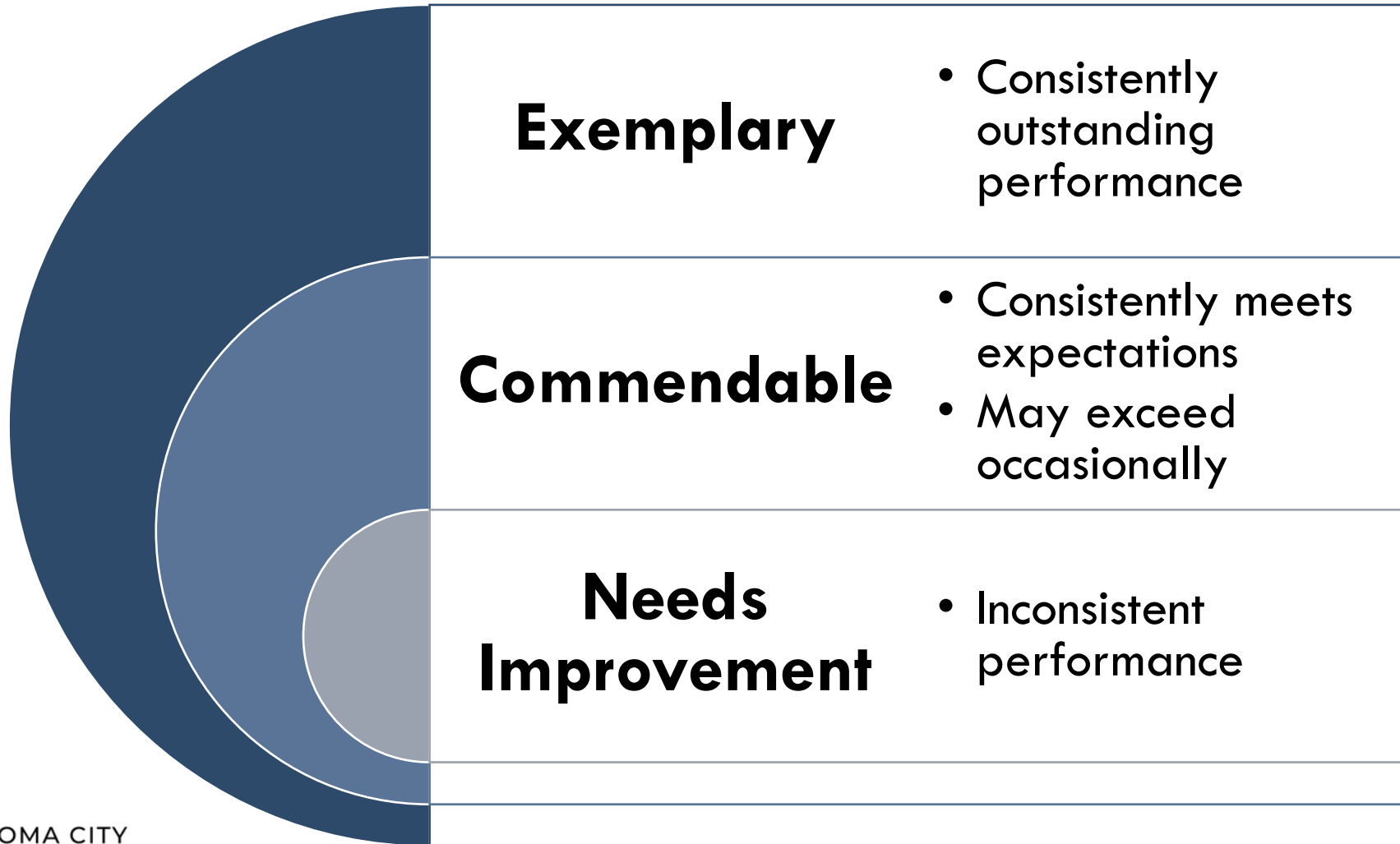
I want to create supervisory training.

2. Make it specific, measurable, and time-bound

I want to create a 4-week supervisor training course by August 1st, 2021.



Evaluation Scale



July 1 – August 15: Initial Performance Meeting

- Supervisor & employee meet
- Review each core competency
- Set expectations
- Write SMART goals
- Submit to HR



By Dec. 15: Mid-Year Check-In



- Supervisor & employee meet
- Discuss performance
- Review & adjust goals
- Submit to HR



By May 1: Employee Goal Assessment

A Reflective Narrative:

- Significant accomplishments
- Strengths & areas of improvement
- Extent of goal achievement



May 1 – June 1: Final Performance Meeting

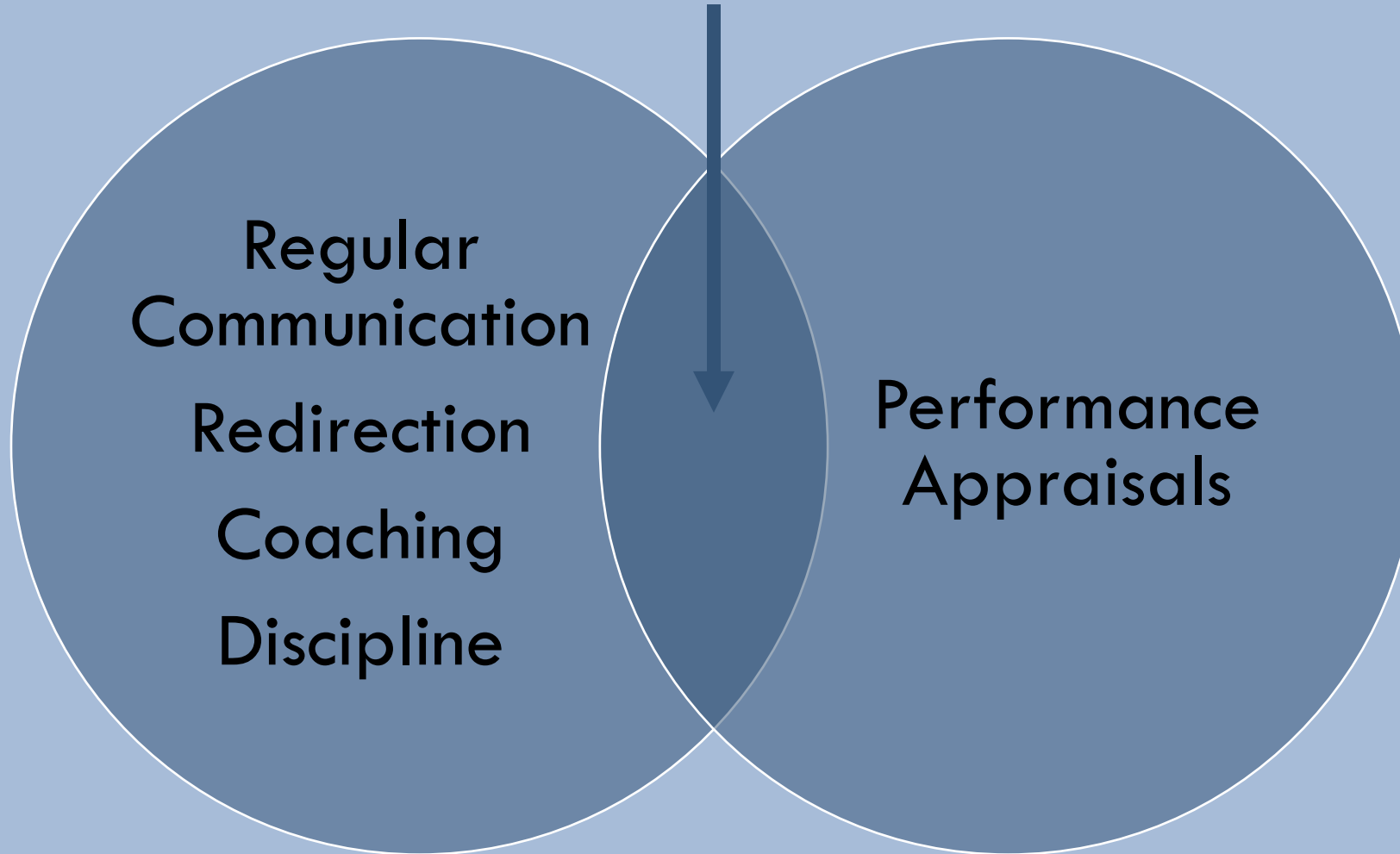
Supervisor evaluates & comments on overall performance

Meet to discuss evaluation & goal achievement

Submit completed evaluation to HR



Performance Management



Do

- Discuss core competencies
- Set expectations
- Continue with regular check-ins
- Create dialogue
- Reach out to HR



Don't

- Be vague with feedback
- Neglect regular feedback
- Use review for discipline

Questions & Contact

Human Resources

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