

## PERFORMANCE REVIEW

### I. Purpose

The purpose of the policy is to inform faculty and staff that supervisors will conduct regular performance reviews of all permanent part- and full-time Western Dakota Technical College (WDTC) employees. Additionally, evaluating employees shall be to improve performance, to encourage professional growth, and to determine future employment.

### II. General Statement of Policy

- A. In order to meet the College's expectations and strategic plan goals, supervisors will conduct regular performance reviews of all permanent part- and full-time WDTC employees. Supervisors shall make all employees aware of the performance review and goal setting process to include the criteria to be used for the performance review.
- B. Along with the performance review process, each employee will set goal(s) to be accomplished throughout each year of employment. All employees will have the opportunity to make comments regarding the results of such performance review.
- C. Administrators and support staff will receive an annual performance review. Faculty members will receive an annual performance review for the first two years of employment and evaluated at a minimum of every other year thereafter. Probationary employees will be evaluated at least twice during the probationary period.
- D. The performance review criteria will be:
  - 1. Job performance corresponding to the essential duties of the job description
  - 2. Continuous Improvement
  - 3. Interaction with others
  - 4. Resourcefulness and Results
  - 5. Leadership
  - 6. Expertise
  - 7. Overall performance
  - 8. Completion of set goals
- E. Official copies of performance reviews are stored in the employee's personnel file located in Human Resources for a minimum of 7 years after exiting employment.

- F. It shall be a violation of this policy to not inform the employee of the performance review process or to not perform performance reviews based on the established timelines.

**III. Definitions - None**

**IV. Reporting Procedures - None**

**V. Dissemination of Policy and Training**

- A. This policy shall appear on the WDTC website on the policy webpage.
- B. The Director of Human Resources will train all supervisors on the WDTC evaluation process.

Legal References: None

Board Approved 02/25/2019; Committee Reviewed 1/26/2021; Committee Reviewed 7/9/2024