

West Virginia Northern Community College

CLASSIFIED STAFF PERFORMANCE APPRAISAL

Effective Date: May 29, 2002

Date Approved by WVNCC Board of Governors:

Authority Reference: WV Code 18B-3C-5; 18B-1-7; 18B-1-9

Replaces previous policy dated:

Rule:

Purposes

1. To evaluate each staff member's efficiency and effectiveness in developing and achieving job objectives.
2. To assess the quality of job performance.
3. To provide a basis upon which recommendations for retention, training, re-classification, promotion may be made.
4. To enable each staff member to have a greater awareness of how their job performance is perceived.
5. To provide a history of development of each staff member's professional competency.

Bases for Appraisal

1. Performance effectiveness in terms of job knowledge, skills, abilities, initiative, creativity, and productivity (both quantitative and qualitative).
2. Development and attainment of job objectives.

Responsibility and Frequency

1. The immediate supervisor of the evaluatee will serve as the rating official and will have the primary responsibility for conducting the appraisal annually.
2. Appraisals may be optionally executed at any other appropriate time, as desired by the responsible official.
3. The staff member to be evaluated should cooperate fully and take lead in his/her own appraisal.

Implementation

1. A three-part form, available in administrative offices, will be used to report performance appraisals.
2. Rating officials will discuss completed appraisals with rated employees and request their written comments and signature upon the report within five (5) working days from the date of the discussion.
3. The completed appraisal report will be placed in the rated employee's personnel file.