

To: All Administrators, Department Chairs, Supervisors, and Staff Employees

From: Krista Leitch Walker, Vice President of Human Resources and Strategic Talent Management

Subject: FY21 Performance Evaluations for Administrators, Department Chairs, Supervisors, and Staff

Date: May 13, 2021

It's time once again for annual performance evaluations to be completed for administrators, department chairs, supervisors and staff employees. Similar to FY20, the FY21 performance evaluations will be documented through a fillable PDF form for the evaluation. This will be the last year PDF forms will be used for performance evaluations as we will be launching a new online performance evaluation system in Workday this summer for fiscal/ academic year 2021-2022.

You will find that this year's [performance evaluation form](#) has been streamlined to ensure greater ease of use and does not include a section for FY22 goals. This is because we will all enter our FY22 goals into Workday-Performance beginning September 1, 2021. Additionally, this year's form features new rating scales that are aligned with Workday-Performance.

PROCESS and TIMELINE for FY2021 PERFORMANCE EVALUATIONS

The fillable PDF performance evaluation form, process timelines, and guidelines are all posted and available on the [Performance Evaluation Guidance](#) page.

IMPORTANT NOTE: The FY21 evaluation form is best used when downloaded from the web browser at the [Performance Management](#) and saved as an Adobe Acrobat document onto your Local Disk – C, desktop, or flashdrive.

Employees hired prior to January 1, 2021, are required to complete a FY21 Performance Evaluation. Employees hired after January 1st are not required to complete an annual FY21 evaluation, however, the six-month review (as required for staff) for FY21 should be prepared and submitted.

The following provides a sample timeline for the process.

Suggested Timeline & Collegewide Due Date	Task
May 12, 2021 - June 30, 2021	Employee completes self-evaluation
July 1, 2021 – July 31, 2021	Supervisor completes employee evaluation
August 1, 2021 – August 20, 2021	Supervisor meets with employee to review evaluation
August 20, 2021	Supervisor submits completed evaluation to <i>performance@montgomerycollege.edu</i>

In preparation for the FY2021 evaluation cycle, we advise supervisors to map out their individual workplan and timeline for completing their employee evaluations and submitting them by the due date of **August 20, 2021**. This includes:

- scheduling performance evaluation meetings with employees in advance,
- determining internal unit deadlines for employees, and
- sharing the internal unit deadlines with employees.

The supervisor is responsible for ensuring that the completed evaluation is submitted by Friday, August 20. There will be no extensions or exceptions to the August 20th deadline, so please plan for and schedule completion of the evaluations and meetings well in advance.

Completed FY 21 performance evaluations are to be submitted to the central performance@montgomerycollege.edu e-mail box. By electronically submitting the evaluation, receipt acknowledgements and responses to questions will be more timely and efficient.

Should you have any questions about performance evaluations, please e-mail HRSTM at performance@montgomerycollege.edu or contact your designated Human Resources Internal Consultant (HRIC) as listed on the [Points of Contact](#) page of the HRSTM website.

Thank you.