To: All Administrators, Department Chairs, and Supervisors

From: Krista Leitch Walker, Vice President/Chief HR Officer
            Office of Human Resources and Strategic Talent Management

Subject: **FY22 Performance Evaluations for Administrators, Department Chairs, Supervisors, and Staff**

Date: May 3, 2022

The Office of Human Resources and Strategic Talent Management (HRSTM) is excited to share that the launch of FY 22 performance evaluations in our new Workday talent and performance application has begun. The process for 10-month staff employees was initiated in April with notifications sent directly to this select group of employees and their supervisors. The process for the larger population of 12-month administrators, department chairs, and staff will begin on May 23, 2022.

While the use of Workday for annual evaluations is new this year, you will find that the components of the evaluation is similar to the e-form previously used. This includes an employee self-evaluation and a supervisor/manager review of primary work responsibilities, goals (if developed prior to the review), collegewide competencies, and professional development goals.

In preparation for this new endeavor in Workday it is critical that the "report-to" relationships are correct in the system. Therefore, we ask that all supervisors check the "My Team" configuration in Workday by **May 18, 2022** to ensure that all of their direct reports are listed**.** This can also be confirmed by the employee by checking the "manager" listed in their Workday Profile. If the "manager" listed is incorrect, please contact the [Classification and Compensation Team](#) to report the error and obtain guidance.
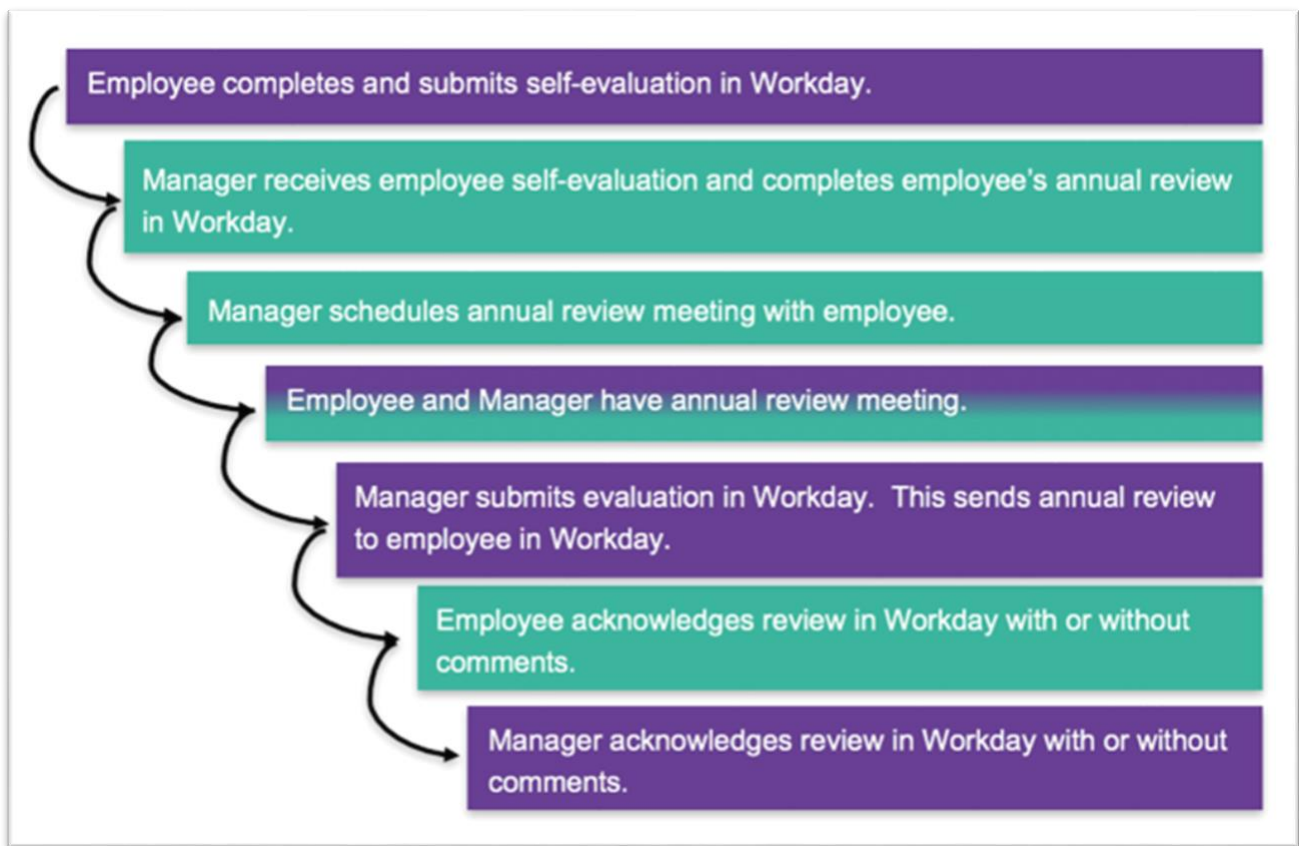
The suggested timelines for completing the evaluation process are provided below. Managers/ supervisors can set task deadlines that best meet their department/unit needs as long as performance evaluations are completed and acknowledged by the deadline date of **August 19, 2022**. Employee and supervisor leave plans should be taken into consideration in determining appropriate deadlines within the department/unit.

Suggested Timeline for 12-month Staff Employees		
Date	**Task**	**Responsible Party**
May 18, 2022	Confirm the accuracy of the "report-to" relationships in Workday.	Manager/Supervisor

Suggested Timeline for 12-month Staff Employees		
Date	**Task**	**Responsible Party**
May 23, 2022	Initiate the annual FY22 performance evaluation.	HRSTM
June 15, 2022	Complete self-evaluation.	Employee
June 16 – August 18, 2022	Meet with employee(s) to discuss their FY22 performance.	Manager/Supervisor
August 19, 2022	Complete supervisor evaluation and obtain employee acknowledgement	Manager/Supervisor

A series of training sessions on how to set goals, complete the self-evaluation, write, conduct, and complete the performance evaluation in Workday will be held in May through August. The specific session dates and how to register can be found on the Performance Management webpage. Additionally, guidance and job aids on how to complete the components of a performance evaluation in Workday can be found on the Workday Training webpage under "Talent and Performance."

The review process is as follows:

Employee completes and submits self-evaluation in Workday.

Manager receives employee self-evaluation and completes employee's annual review in Workday.

Manager schedules annual review meeting with employee.

Employee and Manager have annual review meeting.

Manager submits evaluation in Workday. This sends annual review to employee in Workday.

Employee acknowledges review in Workday with or without comments.

Manager acknowledges review in Workday with or without comments.

Some additional information to note:

- New employees hired prior to January 1, 2022 are required to complete a FY22 performance evaluation.
- New employees hired between January - June 2022 are **not** eligible for an annual FY22 performance evaluation. Instead, these employees complete the 6-month evaluation for the months worked in FY22.
- Deans have an obligation to complete the FY22 performance evaluation for department chairs returning to faculty status on July 1, 2022.
- Department chairs returning to faculty status on July 1, 2022 are obligated to complete the FY22 performance evaluations of their staff direct reports.
- Managers/supervisors who are separating (i.e., retiring or resigning) from the College between May-August are expected to complete the performance evaluations of their staff direct reports before they depart.

Should you have any questions about performance evaluations, please send an e-mail to performance@montgomerycollege.edu, or contact your Human Resources Internal Consultant (HRIC) as listed on the Points of Contacts page of the HRSTM website. For Workday technical questions or issues, please contact the IT Service Desk at 240-567-7222 or itservicedesk@montgomerycollege.edu.