

Performance Evaluations

Performance management is about creating a work environment that helps GRCC meet its goals. Our performance evaluation tool is intended to engage employees and inspire greater employee commitment, clarify roles, responsibilities and hold our employees accountable, improve the overall performance of GRCC and our goals for student success. Discussions take place throughout the fiscal year, including formal documentation of an initial plan, mid-year evaluation, and final evaluation.

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Workflow

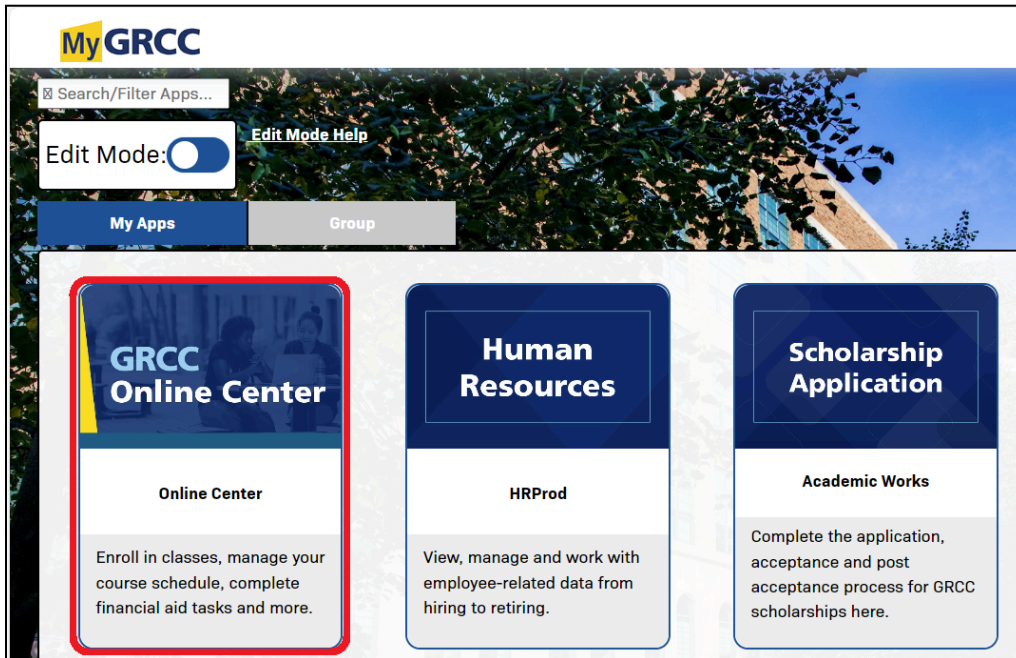
Performance evaluations must be completed in order and cannot be completed out of sequence. This means every employee must have an initial plan, a mid-year, and final evaluation.

1. **Initial plan** > Employee initiates > Supervisor approves
2. **Mid-year evaluation** > Supervisor initiates > Employee acknowledges
3. **Final evaluation** > Supervisor initiates > Employee acknowledges

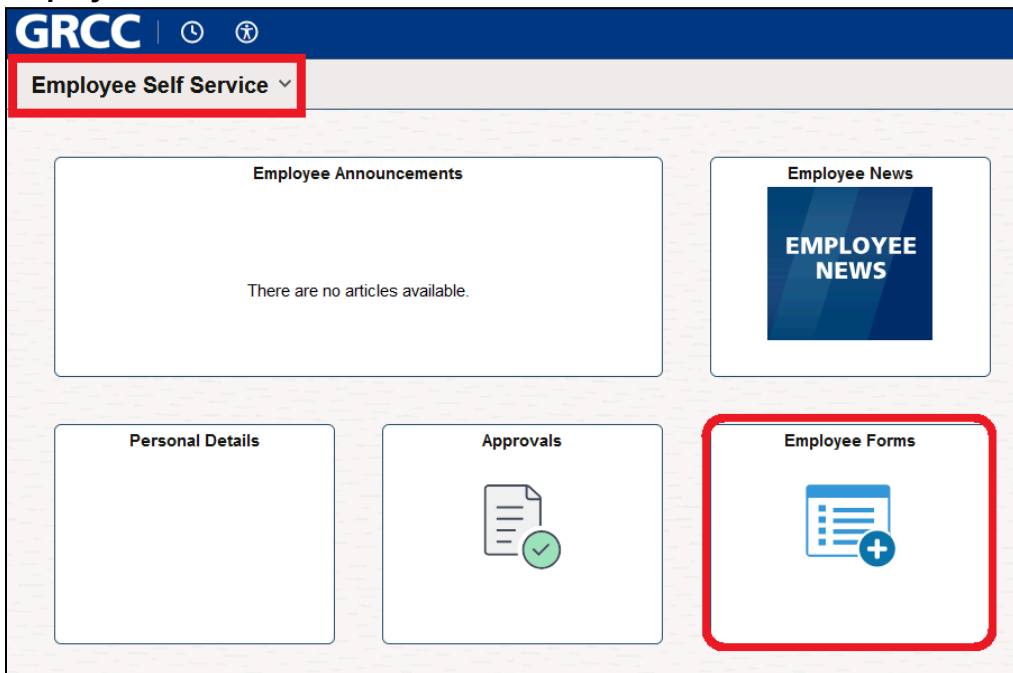
Initial Plan (Employee Initiated)

The initial plan for performance evaluations is initiated **by the employee** through Employee Self Service in the Online Center before being sent to the supervisor to review and approve.

To access performance evaluations, start by logging into your MyGRCC account and navigating to the **GRCC Online Center**.



In the Online Center, select **Employee Self Service** in the upper left corner of your screen followed by the **Employee Forms** tile.



In Employee Forms, select **Performance Evaluations** followed by **Initiate/Update Initial Plan** from the left navigation menu to start or make changes to in Initial Plan.

The screenshot shows the 'Employee Forms' interface. On the left is a navigation menu with the following items: 'Form Landing Page' (highlighted with an orange background), 'Reimbursements' (with a dropdown arrow), 'Building Card/Key Access' (with a lock icon), 'Performance Evaluations' (with an upward arrow and highlighted with an orange background), 'Initiate/Update Initial Plan' (highlighted with a red border), 'Acknowledge Performance Evals', 'View Performance Evaluation', and 'Rapid Bus Wave Card Request' (with a bus icon). On the right, the 'Welcome to GRCC's eForms' page is displayed, instructing users to select a form from the left menu. It also lists 'Other things you can do': 'To Update/Change a saved or submitted form: Select **Update an eForm**' and 'To View a form you have submitted: Select **View an eForm**'. A search bar at the top right contains the text 'Search in Menu'.

Once the evaluation has been initiated, follow the instructions for each section. You can navigate and make changes to sections by using the **Previous** and **Next** buttons. If you need to exit the form prior to submission, click the **Save and Exit** button.

The screenshot shows the 'Plan Performance Evaluation : Instructions' form. At the top, there is a header with a plus icon and the text 'Plan Performance Evaluation : Instructions'. Below this, a section titled 'Next Step Instructions' contains the following information: 'Initial Assessment Due Date', 'Mid-Year Start Date 12/03/2024', and 'Year End Start Date 12/04/2024'. A paragraph of instructions follows: 'Please have ready projects and outcomes, professional development, and the top five job responsibilities from the job description. When you are ready to begin the initial assessment click "Next >>"'. Below this, a section displays form data: 'Primary Emplid', 'Supervisor Name', 'Employee Name', 'Business Title HR Business Partner', 'Fiscal Year 2024-2025', 'Evaluation Type PMA', and 'Type Description Perf Evaluation - Initial Plan'. On the right side of this section, it says 'Empl Record 0'. At the bottom, there are two buttons: 'Next' and 'Save and Exit'.

Projects and Goals

Every employee at GRCC has an impact. Each year, employees and their supervisors work together to identify projects and goals to complete during the fiscal year that align with GRCC's [Mission, Vision, Values](#), Strategic Plan, and Goals. The [2023-2028 Strategic Plan](#) is available on the GRCC webpage.

GRCC’s 2023-2028 GRCC Strategic Plan acknowledges the following overarching principles:

- 1. Equity encompasses all five goals.
- 2. There is also interconnection among the goals.
- 3. Every GRCC faculty and staff member is an educator.
- 4. Enrollment is a focus for all GRCC stakeholders.
- 5. Continue to advocate for all programs to lead to living-wage jobs.

Include a **Goal** description, describe the **Outcome** and expectations for the project, and select which **Strategic Goal** it aligns with from the dropdown menu for each row.

To add another goal/project, click the + button to insert a new row. To remove a project from the performance evaluation, click the - button to delete a row.

You can navigate and make changes to sections by using the **Previous** and **Next** buttons. If you need to exit the form prior to submission, click the **Save and Exit** button.

Projects and Goals

Planning and evaluation of project work (from individual, department action plans or College Action Projects).

Every employee at GRCC has an impact. Each year, employees and their supervisors work together to identify projects and goals to complete during the fiscal year that align with GRCC's Mission, Vision, Values, Strategic Plan, and Goals. The 2023-2028 Strategic Plan is available on the GRCC webpage.

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To add another goal/project, click the "+" button to insert a new row. To remove a project from the performance evaluation, click the "-" button to delete a row.

You can navigate and make changes to sections by using the "Previous" and "Next" buttons. If you need to exit the form prior to submission, click the "Save and Exit" button.

| | | | 1 row |
|----------|-------------|-------------------|----------------|
| *Goal ↑↓ | *Outcome ↑↓ | Strategic Goal ↑↓ | |
| 1 | | | <div>+ -</div> |

Search

Previous

Next

Save

Professional Development

GRCC values professional development for continuous learning and improvement. Employees and their supervisors work together to identify appropriate professional development goals and opportunities. Goals may be flexible to address changes in priorities or learning opportunities throughout the year.

Goals may include:

- Strategies/Opportunities to meet your individual educational and professional development goals and needs, either for job specific or professional skills/competencies.
- Participation in training to improve department team effectiveness and communication.
- Completing institutional training and position specific needs (ex: sexual harassment training, BCO training, new organizational software training, HLC, and other relevant training).
- College-sponsored book study or for credit classes/courses that are work related.
- Volunteering or community board/involvement related to GRCC work.
- Personal [wellness](#) development.

Volunteer, community work, and personal wellness development are limited to 5 hours for training summary requirements. Please refer to the handbook or collective bargaining agreement for your [employee group](#) for specific requirements.

[Professional development](#) may be through [Human Resources](#), the [Woodrick Center for Inclusion and Multicultural Affairs Training and Development](#), off-site conferences, or online training. Online, on-demand learning is available through [GRCC LinkedIn Learning](#), which contains over 20,000 topics available in all kinds of categories.

Utilizing the previous year's performance evaluation and considering the projects that need to be accomplished in Section I, the employee and supervisor should identify goals for a minimum of 20 hours of professional development (or prorated equivalent) during this fiscal year. Final approval for professional development resides with the supervisor.

Professional Development

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- Strategies/Opportunities to meet your individual educational and professional development goals and needs, either for job specific or professional skills/competencies.
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Utilizing the previous year's performance evaluation and considering the projects that need to be accomplished in Section I, the employee and supervisor should identify goals for a minimum of 20 hours of professional development (or prorated equivalent) during this fiscal year. Final approval for professional development resides with the supervisor.

Please identify professional development activities to be completed for the fiscal year under "**Learning Activity**". Then identify the learning outcomes and/or expectations for attending under "**Learning Outcomes**". Finally, indicate the approximate duration of the learning activity in the "**Hours**" field.

To add another goal/project, click the "+" button to insert a new row. To remove a project from the performance evaluation, click the "-" button to delete a row.

You can navigate and make changes to sections by using the "**Previous**" and "**Next**" buttons. If you need to exit the form prior to submission, click the "**Save and Exit**" button.

| | | | 1 row |
|---------------------------------------|---|-------------------------------------|---|
| *Learning Activity ↑↓ | Learning Outcomes ↑↓ | Hours ↑↓ | |
| 1 | <input type="text"/> | <input type="text" value="0.00"/> | <input type="button" value="+"/> <input type="button" value="-"/> |
| <input type="button" value="Search"/> | <input type="button" value="Previous"/> | <input type="button" value="Next"/> | <input type="button" value="Save"/> |

Identify professional development activities to be completed for the fiscal year under **Learning Activity**. Then identify the learning outcomes and/or expectations for attending under **Learning Outcomes**. Finally, indicate the approximate duration of the learning activity in the **Hours** field.

To add another goal/project, click the + button to insert a new row. To remove a project from the performance evaluation, click the - button to delete a row.

You can navigate and make changes to sections by using the **Previous** and **Next** buttons. If you need to exit the form prior to submission, click the **Save and Exit** button.

Job Knowledge

Job Knowledge

Identify key functions and professional skills of this position utilizing the job description for reference. Supervisors should have copies of employee job descriptions. Job descriptions are also available online in the [Knowledge Base](#). If you are unable to locate a current job description, please contact [Aaron Stewart](#) for PMA or [Nathan Sutton](#) for APSS, CEBA, and GRCC Police employees.

You may use the **Copy from last year** button to pull information from last year's evaluation.

Job Knowledge

Identify key functions and professional skills of this position utilizing the job description for reference. You may use the "Copy from last year" button to pull information from last year's evaluation.

Copy from last year

5 rows

| | *Knowledge Area ↑↓ | | |
|---|---|---|---|
| 1 | Develops, customizes & supports the PeopleSoft Application including GT form development. | + | - |
| 2 | Uses analytical skills to solve problems within the Application. | + | - |
| 3 | Works as a team to support the enterprise system across all environments. Provide mentorship to newly hired employees. | + | - |
| 4 | Work collaboratively with functional users to make system improvements and gain functional knowledge. | + | - |
| 5 | Adheres to change management best practices and uses GRCC-supported tools for code & object migration (Phire and Mods Tracker). Additionally, document customized processes using Confluence. | + | - |

Search

Previous

Next

Save

Professional Skills

This section shows what the employee will be evaluated on at year-end evaluation. It is recommended that the supervisor and employee continue to discuss these skills throughout the year to continue professional growth.

Plan Performance Evaluation : Professional Skills APSS

Form ID [Saved]

The following professional skills will be evaluated at the year-end evaluation. It is encouraged that the supervisor and employee continue to discuss these skills throughout the year to continue professional growth.

Quality of Work

Meets requirements for accuracy, effectiveness, and thoroughness.

Judgement

Uses intelligence and common sense; can be relied upon to take appropriate action.

Supervision/Management Skills (If applicable)

Embraces performance management system for direct reports. Gives constructive feedback. Effectively communicates mission, vision, values to department work. Recognizes and rewards appropriately. Fiscally responsible leader (BCOLs have additional responsibilities).

Communication Skills

Effectively express and exchange ideas through listening, speaking, reading, writing, and other modes of interpersonal expression. Seeks and considers others' ideas on issues that affect them. Creates an atmosphere for open and honest dialogue.

Critical Thinking/Problem Solving/Decision Making

Gather/seek input and synthesize relevant information and data, evaluate alternatives, and implement creative and effective solutions in a timely manner.

Diversity and Community

Demonstrates inclusive practices in professional development and the work environment that recognizes the value and dignity of each person (GRCC internal and external stakeholders).

If the employee is a supervisor:
How have they encouraged their staff to promote and/or be familiar with equity and inclusion at GRCC?

If a search was conducted in your department this past year, what have they done to focus on equity and inclusion during that search process?

Personal/Professional Relationship Skills

Personal skills used for developing employment relationships. Understands and expresses the lifelong skills necessary for physical, social, economic, mental, and emotional health. Manages self in a professional manner. Willing to learn. Encourages balance and supports wellness. Models accountability and integrity. Accessible and responsive to others. Handles confidential information. Appropriate follow up. Positive attitude.

Technology

Understands and manages technology in a professional, effective and efficient manner for this position.

Search

Previous

Next

Save

Professional Skills - Professional Management and Administration

Supervision/Management Skills (If applicable)

Embraces performance management system for direct reports. Gives constructive feedback. Effectively communicates mission, vision, values to department work. Recognizes and rewards appropriately. Fiscally responsible leader (BCOs have additional responsibilities).

Leadership Skills

Provides leadership of projects, department teams or cross-college teams. Effectively links GRCC's mission, vision and values. Plans and coordinates work. Develops others and personally models in a team environment.

Communication Skills

Effectively express and exchange ideas through listening, speaking, reading, writing, and other modes of interpersonal expression. Seeks and considers others' ideas on issues that affect them. Creates an atmosphere for open and honest dialogue.

Critical Thinking/Problem Solving/Decision Making

Gather/seek input and synthesize relevant information and data, evaluate alternatives, and implement creative and effective solutions in a timely manner.

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How have they encouraged their staff to promote and/or be familiar with equity and inclusion at GRCC?
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Technology

Understands and manages technology in a professional, effective, and efficient manner for this position.

Professional Skills - APSS

The following professional skills will be evaluated at the year-end evaluation. It is encouraged that the supervisor and employee continue to discuss these skills throughout the year to continue professional growth.

Quality of Work

Meets requirements for accuracy, effectiveness, and thoroughness.

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Uses intelligence and common sense; can be relied upon to take appropriate action.

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Embraces performance management system for direct reports. Gives constructive feedback. Effectively communicates mission, vision, values to department work. Recognizes and rewards appropriately. Fiscally responsible leader (BCO's have additional responsibilities).

Communication Skills

Effectively express and exchange ideas through listening, speaking, reading, writing, and other modes of interpersonal expression. Seeks and considers others' ideas on issues that affect them. Creates an atmosphere for open and honest dialogue.

Critical Thinking/Problem Solving/Decision Making

Gather/seek input and synthesize relevant information and data, evaluate alternatives, and implement creative and effective solutions in a timely manner.

Diversity and Community

Demonstrates inclusive practices in professional development and the work environment that recognizes the value and dignity of each person (GRCC internal and external stakeholders).

- If the employee is a supervisor:
- How have they encouraged their staff to promote and/or be familiar with equity and inclusion at GRCC?
- If a search was conducted in your department this past year, what have they done to focus on equity and inclusion during that search process?

Personal/Professional Relationship Skills

Personal skills used for developing employment relationships. Understands and expresses the lifelong skills necessary for physical, social, economic, mental, and emotional health. Manages self in a professional manner. Willing to learn. Encourages balance and supports wellness. Models accountability and integrity. Accessible and responsive to others. Handles confidential information. Appropriate follow up. Positive attitude.

Technology

Understands and manages technology in a professional, effective and efficient manner for this position.


Job Descriptions

Job descriptions should be reviewed at least annually. Supervisors should have copies of employee job descriptions. Job descriptions are also available online in the [Knowledge Base](#). If you are unable to locate a current job description, please contact [Aaron Stewart](#) for PMA or [Nathan Sutton](#) for APSS, CEBA, and GRCC Police employees.

Employees will need to acknowledge they have reviewed their job description with their supervisor as part of this process.

If any updates are made to the job description, please make sure the updated copy is sent to Human Resources.

Employee Forms

 **Plan Performance Evaluation : Last Step**

Form ID

I acknowledge that I have reviewed my job description with my supervisor. If any changes to the job description have been made, an updated copy will be provided to Human Resources.

Job descriptions can be viewed in the Knowledge Base at <https://supportdesk.grcc.edu/TDClient/53/Portal/KB/?CategoryID=303>. You must be logged in to view this page. If a job description is not available in the Knowledge Base, please contact nathansutton@grcc.edu.

Job Description Reviewed? ☐

While in draft mode, both the supervisor and employee can continue to make edits to the initial plan. When ready, change the version to "Final" and submit the form. Regardless of who submits the Final version, the other will be required to approve/acknowledge before the plan is considered complete.

At any time before the form is approved, you may update the plan and resubmit it.

If you need to exit the form before submitting, click "Save".

Version

Draft

▼

Previous

Save and Exit

Make sure you check the box before submitting the form as **Final**.

Job Description Reviewed?

☒

If you try to submit the evaluation without acknowledging you have reviewed the job description, you will receive the following error.


Job Description must be reviewed prior to final submission

OK

Form Submission

Once you have met with your supervisor, reviewed the plan, made any necessary changes, and are ready to submit, select **Final** from the **Version** dropdown menu. This will send a final, read-only copy to your supervisor to approve.

Please note that once both parties have acknowledged the **Final** submission, it cannot be edited.

 Plan Performance Evaluation : Last Step Form ID 124223 (Saved)

While in draft mode, both the supervisor and employee can continue to make edits to the initial plan. When ready, change the version to "Final" and submit the form. Regardless of who submits the Final version, the other will be required to approve/acknowledge before the plan is considered complete.

At any time before the form is approved, you may update the plan and resubmit it.

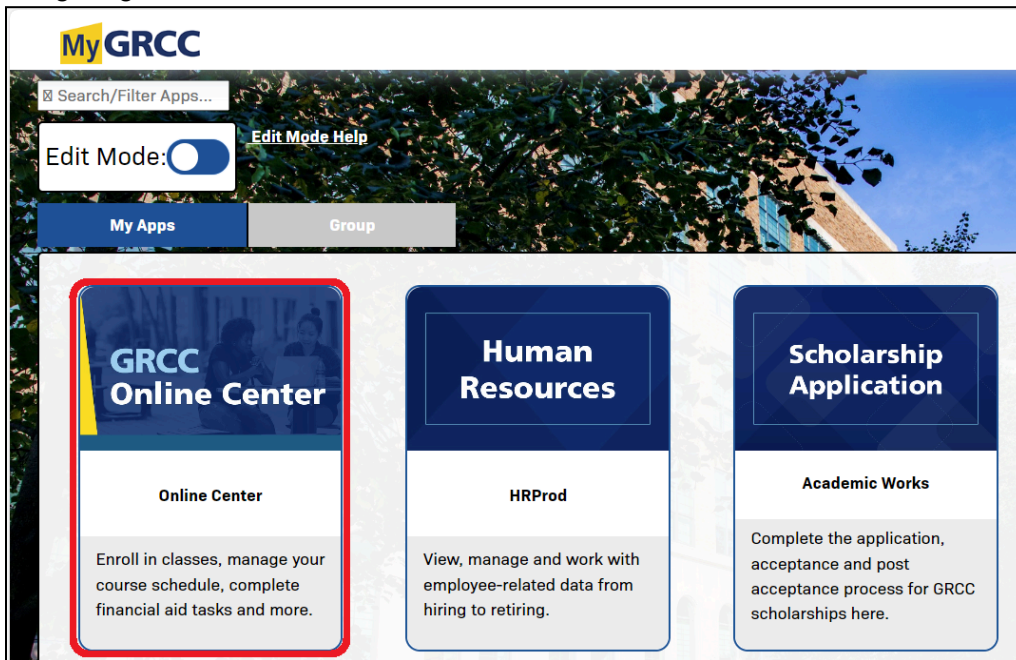
If you need to exit the form before submitting, click "Save".

Version

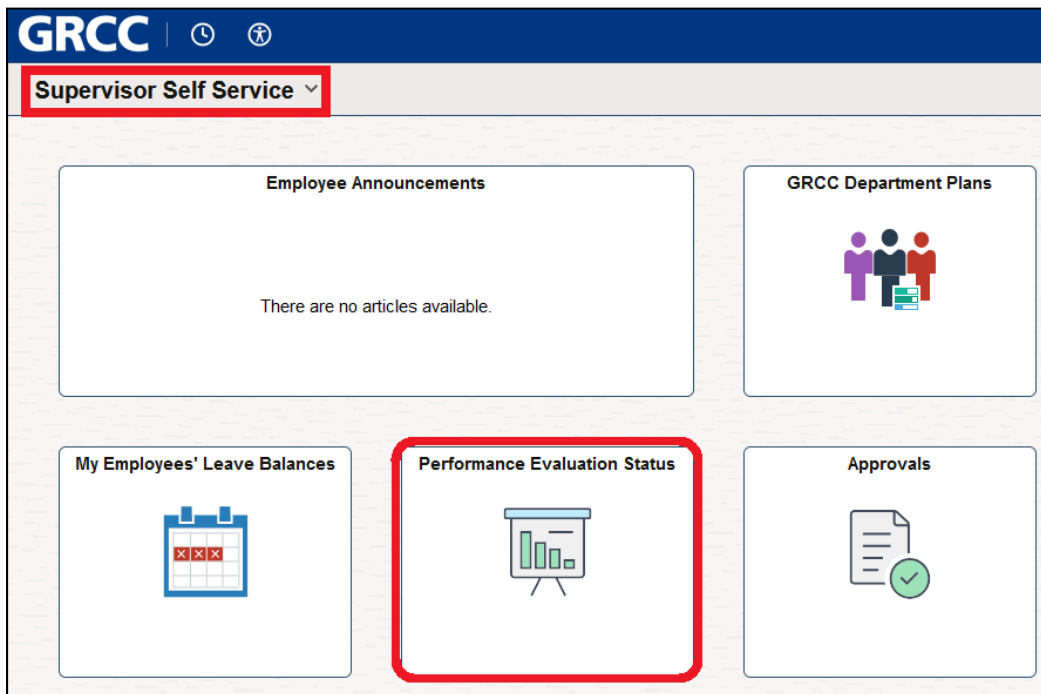
Version

Supervisor Self Service - Review & Approve Performance Evaluations

To access performance evaluations as a supervisor, start by logging into your MyGRCC account and navigating to the **GRCC Online Center**.



In the Online Center, select **Supervisor Self Service** in the upper left corner of your screen followed by the **Performance Evaluation Status** tile.



In **Evaluation Status**, enter your ID number in the **Supervisor ID** field along with the current **Fiscal Year** (ex: 2025).

Evaluation Status

Find an Existing Value

▼ Search Criteria

Enter any information you have and click Search. Leave fields blank for a list of all values.

Recent Searches

Choose from recent searches

Saved Searches

Choose from saved searches

Supervisor ID

begins with

Fiscal Year

=

2025

Name

begins with

^ Show fewer options

☐ Case Sensitive

Search

Clear

You will see a list of the employees that report to you with their evaluation status. The status columns will indicate who needs to perform the next action. Note the evaluations must be completed in order. For example, you cannot initiate a mid-year evaluation if the initial plan has not been approved as a final submission.

Performance Evaluation Status

Performance Evaluation

Form IDs

Name

Sutton,Nathan

Fiscal Year

2025



Supervisor ID

Performance Evaluation Dates

| | | | | | |
|---------------|-------------|----------------|--------------|----------------|--------------|
| Initial Start | Initial Due | Mid Year Start | Mid Year Due | Year End Start | Year End Due |
| 12/01/2024 | 03/31/2025 | 12/03/2024 | 01/31/2025 | 12/04/2024 | 01/30/2025 |

Performance Evaluation Workcenter

| Employee Name | Initial Status | Initial Start/Edit | Initial View | Approve | Mid Year Status | Mid-Year Start/Edit | Mid-Year View | Year End Status | Year-End Start/Edit | Year-End View |
|---------------|--------------------------------------|--------------------|--------------|---------|--|---------------------|---------------|--|---------------------|---------------|
| 1 | Not Started - Employee must initiate | | | | Not Started - Supervisor must complete | | | Not Started - Supervisor must complete | | |
| 2 | Not Started - Employee must initiate | | | | Not Started - Supervisor must complete | | | Not Started - Supervisor must complete | | |
| 3 | Not Started - Employee must initiate | | | | Not Started - Supervisor must complete | | | Not Started - Supervisor must complete | | |
| 4 | Not Started - Employee must initiate | | | | Not Started - Supervisor must complete | | | Not Started - Supervisor must complete | | |
| 5 | Not Started - Employee must initiate | | | | Not Started - Supervisor must complete | | | Not Started - Supervisor must complete | | |
| 6 | Not Started - Employee must initiate | | | | Not Started - Supervisor must complete | | | Not Started - Supervisor must complete | | |
| 7 | Pending - Nathan Sutton must approve | | | | Not Started - Supervisor must complete | | | Not Started - Supervisor must complete | | |

You can click the magnifying glass icon  in the **View** column to view a submission or the clipboard with a green checkbox icon  in the **Approve** column to review and approve the submission.

On the last page of the submission, you have the option to either **Return For Updates**, which sends the evaluation back to the employee to make revisions, or **Acknowledge** the submission as final.

Version Final

Search

Previous

Return For Updates

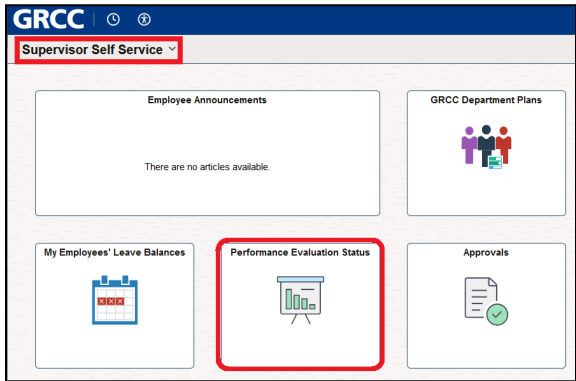
Print

Acknowledge

While in draft mode, both the supervisor and employee can continue to make edits to the initial plan. When ready, change the version to **Final** and click **Acknowledge**. Regardless of who submits the Final version, the other will be required to approve/acknowledge before the plan is considered complete.

Mid-year Evaluation (Supervisor Initiated)

The mid-year performance is initiated by the supervisor through Supervisor Self Service in the Online Center before being sent to the employee to review and approve. From the Online Center, select **Supervisor Self Service** and then click the **Performance Evaluation Status** tile.



Supervisors will be able to make changes to the information in these sections. This may be necessary when an employee transfers from a different department and goals need to be adjusted.

Performance Evaluation Status

Performance Evaluation

Form IDs

NameSutton,Nathan

Fiscal Year2025


Supervisor ID

Performance Evaluation Dates

| | | | | | |
|---------------|-------------|----------------|--------------|----------------|--------------|
| Initial Start | Initial Due | Mid Year Start | Mid Year Due | Year End Start | Year End Due |
| 12/01/2024 | 03/31/2025 | 12/03/2024 | 01/31/2025 | 12/04/2024 | 01/30/2025 |

Performance Evaluation Workcenter

| Employee Name | Initial Status | Initial Start/End | Initial View | Approve | Mid Year Status | Mid-Year Start/End | Mid-Year View | Year End Status | Year-End Start/End | Year-End View |
|---------------|--------------------------------------|-------------------|--------------|---------|--|--------------------|---------------|--|--------------------|---------------|
| 1 | Not Started - Employee must initiate | | | | Not Started - Supervisor must complete | | | Not Started - Supervisor must complete | | |
| 2 | Not Started - Employee must initiate | | | | Not Started - Supervisor must complete | | | Not Started - Supervisor must complete | | |
| 3 | Not Started - Employee must initiate | | | | Not Started - Supervisor must complete | | | Not Started - Supervisor must complete | | |
| 4 | Not Started - Employee must initiate | | | | Not Started - Supervisor must complete | | | Not Started - Supervisor must complete | | |
| 5 | Not Started - Employee must initiate | | | | Not Started - Supervisor must complete | | | Not Started - Supervisor must complete | | |
| 6 | Not Started - Employee must initiate | | | | Not Started - Supervisor must complete | | | Not Started - Supervisor must complete | | |
| 7 | Completed | | | | Not Started - Supervisor must complete | | | Not Started - Supervisor must complete | | |

To initiate a mid-year or final evaluation, click the pencil icon . The pencil icon will only appear if the previous stages have been completed.

Once the evaluation has been initiated, follow the instructions for each section. You can navigate and make changes to sections by using the **Previous** and **Next** buttons. If you need to exit the form prior to submission, click the **Save and Exit** button.

Mid Year - Performance Review : Instructions

Performance Evaluation

The purpose of the Performance Evaluation process is to record your planned work this fiscal year and monitor your progress. It consists of 3 basic sections:

Project/Goals:

Professional Development:

Job Knowledge:

Employee Information

| | |
|-------------------|------------------|
| Employee ID | Supervisor Name |
| Name | Nathan Sutton |
| Business Title | Supervisor ID |
| Fiscal Year Range | Job Record 0 |
| Eval Type MC | Fiscal Year 2025 |

Tracking

| |
|----------------|
| Plan Form ID |
| Review Form ID |
| Year End Form |

Next

Save and Exit

Projects and Goals

Projects and Goals set during the initial plan will appear here. You can make changes, add or remove rows, and add **Mid-Year Evaluation Notes** to projects/goals in this section. These notes will be carried forward.

Mid Year - Performance Review : Section I: Identify Projects/Goals

Form ID 124225

Employee Information

Employee ID

Name

Business Title

Fiscal Year Range 2024-2025

Eval Type MC

Supervisor Name Nathan Sutton

Supervisor ID

Job Record 0

Fiscal Year 2025

Projects and Goals

Planning and evaluation of project work (from individual, department action plans or College Action Projects).

Please provide status updates for each identified project within the Mid-Year Evaluation Notes Section.

To add another project, click the "+" to insert a new row. To remove a project from the performance evaluation, click the "-" to delete a row. If you need to exit the form prior to submitting it, click the "Save and Exit" button prior to exiting. To move to the next section of the performance evaluation, click "Next".

1 row

| Identify Project/Goal | *Outcome/Expectation | *Mid-Year Evaluation Notes | *Strategic Goal | Insert A Row | Delete A Row |
|-----------------------|----------------------|----------------------------|------------------|--------------|--------------|
| 1 Goal title | Goal outcome. | | Community Impact | + | - |

Previous

Next

Save and Exit

Professional Development

Professional development goals along with completed professional development opportunities logged in the employee's Training Summary will appear here. You can make changes and add or remove rows to planned professional development opportunities in this section. You may need to click the **Show Completed Training** button to refresh and show information that has been entered after the evaluation has been initiated.

To add another learning activity, click the "+" to insert a new row. To remove a learning activity from the performance evaluation, click the "-" to delete a row. If you need to exit the form prior to submitting it, click the "Save" button prior to exiting. To move to the next section of the performance evaluation, click "Next".

Learning Activity

Learning Outcomes

Hours

Insert A Row

Delete A Row

1 row

| | | | | | |
|---|-----------|------------------------------------|-------|---|---|
| 1 | PD @ GRCC | Professional development outcomes. | 20.00 | + | - |
|---|-----------|------------------------------------|-------|---|---|

Completed Training

Clicking "Show Completed Training" below will display all courses completed and recorded through the Employee Self-Service Professional Development Tile.

Show Completed Training

Completed Training Summary

1 row

| Course Start Date | Description | Other (Wellness/Volunteer) | Duration Time | Valid Hours | Note |
|-------------------|-------------|----------------------------|--------------------------|-------------|------|
| 1 | 08/16/2024 | CANT Culture | <input type="checkbox"/> | 0.80 | 0.80 |

Professional Development Summary

Completed Hours 0.80

Previous

Next

Save and Exit

If a professional development opportunity falls under the wellness **Other (Wellness/Volunteer)** category, you may need to click the toggle switch for that row. These activities are capped at 5 hours when being added to the **Completed Hours** total. The toggle will turn orange when engaged.

Other (Wellness/Volunteer)

☐

Other (Wellness/Volunteer)

☒

Job Knowledge

Information in the Job Knowledge section from the previous evaluation stage will appear here. You can make changes and add or remove rows in this section.

Mid Year - Performance Review : Section III: Job Knowledge

Form ID

Employee Information

| | |
|-----------------------------|-------------------------------|
| Employee ID | Supervisor Name Nathan Sutton |
| Name | Supervisor ID |
| Business Title | Job Record 0 |
| Fiscal Year Range 2024-2025 | Fiscal Year 2025 |
| Eval Type MC | |

Job Knowledge

Please include the top job responsibilities from the job description. To add additional job responsibilities, click the "+" to insert a new row. To remove a job responsibility from the performance evaluation, click the "-" to delete a row. If you need to exit the form prior to submitting it, click the "Save" button prior to exiting. To move to the next section of the performance evaluation, click "Next".

| Knowledge Area | Insert A Row | Delete A Row |
|--|--------------|--------------|
| 1 Success Coaching: Provide ongoing and individualized academic success coaching to student within assigned caseload | + | - |
| 2 Case-management: Provide holistic case management services to assigned caseload of new degree-seeking students | + | - |
| 3 GRCC Cares: Address student needs or challenges in response to Navigate Early Alert reports and faculty/staff referrals | + | - |
| 4 Programming, Events, and Resource Development: Manage, develop, and deliver academic resources, tools, events, workshops, and other programming grounded in best practices to respond to the unique needs of | + | - |
| 5 Actively participate in and support departmental committees and teams focused on department plan projects and enhancing support and engagement with assigned students. | + | - |

Previous

Next

Save and Exit

Professional Skills

This section shows what the employee will be evaluated on at year-end evaluation. It is recommended that the supervisor and employee continue to discuss these skills throughout the year to continue professional growth.

Form Submission

Once you have met with your employee, discussed and reviewed mid-year progress, finished making changes and adding comments to the evaluation, click the **Submit** button. The form will then be routed to your employee to review, make comments, and acknowledge. Once the submission has been acknowledged as final, changes cannot be made.

Search in Menu

Form Page

Mid Year - Performance Review : Last Step

Form ID

Last Step

Almost Done

Once all projects, professional development and job responsibilities are reviewed and updated and you are ready to submit the Initial Assessment, click the "Submit" button. If you need to exit the form prior to submitting, click the "Save" button prior to exiting.

At anytime before the employee acknowledges and submits, you may update the plan and resubmit

> Comments

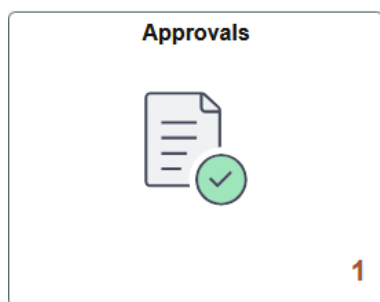
Previous

Save and Exit

Submit

Acknowledging the Mid-year Evaluation

Once the employee and supervisor have met to review the employee's performance and submit the mid-year evaluation, it will be routed to the employee to acknowledge.



In Employee Forms, select **Performance Evaluations** followed by **Acknowledge Performance Evals** from the left navigation menu followed by the **Search** button.


The screenshot shows the "Employee Forms" application interface. On the left is a navigation menu with items: "Form Landing Page", "Reimbursements", "Building Card/Key Access", "Performance Evaluations" (highlighted with a red box), "Initiate/Update Initial Plan", "Acknowledge Performance Evals" (highlighted with a red box), and "View Performance Evaluation". The main content area displays a "Welcome to GRCC's eForms" message and instructions to select a form or update an eForm. On the right, there is a search section titled "Employee Forms" with various filters: Form ID, Form Type, Form Status, Employee ID, Empl Record, Fiscal Year, Name, Supervisor Emplid, and Original Operator. Each filter has a "Begins With" or "is Equal To" dropdown and a text input field. At the bottom of the search section are "Search", "Clear", and "Save Search" buttons.

The evaluation will load in read-only mode, meaning the input fields will be grayed out and you will not be able to make changes. You can add comments on the last page prior by clicking **Comments**. At this point, you can either return the evaluation to your supervisor for corrections by clicking **Return to Supervisor (For update)** or **Acknowledge** you have reviewed the evaluation to be marked as final. Once the last person has acknowledged the evaluation, changes cannot be made.

The screenshot shows the "Form Page" for a "Mid Year - Performance Review : Last Step". The page has a header with a back arrow, search icon, home icon, and menu icon. Below the header, there is a section titled "Acknowledgement" with the text "Please acknowledge this Mid-Year Review or return it to supervisor to have it updated. Thank You!". Below this is a section titled "Comments" with a text input field. At the bottom of the page are four buttons: "Previous", "Return to Supervisor (For update)", "Print", and "Acknowledge".

Reviewing an Employee Returned Mid-year Evaluation

If an employee selects to return an evaluation to their supervisor, the status will be updated to **Returned** -

Correct and Submit. Click the pencil icon  to review, make any changes necessary, and resubmit the evaluation. This may be necessary for various reasons, such as to include professional development hours that were not reflected in the initial submission.

Performance Evaluation Status

Performance Evaluation

Form IDs

New Window

Help

Personalize Page

Name






Fiscal Year 2025



Supervisor ID

Performance Evaluation Dates

| | | | | | |
|---------------|-------------|----------------|--------------|----------------|--------------|
| Initial Start | Initial Due | Mid Year Start | Mid Year Due | Year End Start | Year End Due |
| 08/21/2024 | 03/01/2025 | 01/08/2025 | 03/01/2025 | 04/29/2025 | 05/31/2025 |

Performance Evaluation Workcenter

| Employee Name | Initial Status | Initial Start/Edit | Initial View | Approve | Mid Year Status | Mid-Year Start/Edit | Mid-Year View | Year End Status | Year-End Start/Edit | Year-End View |
|---------------|---|---|---|---------|--|---|---|--|---------------------|---------------|
| 1 | Saved: Open for editing - when completed, change from Draft to Final and resubmit |  |  | | Not Started - Supervisor must complete | | | Not Started - Supervisor must complete | | |
| 2 | Not Started - Employee must initiate | | | | Not Started - Supervisor must complete | | | Not Started - Supervisor must complete | | |
| 3 | Not Started - Employee must initiate | | | | Not Started - Supervisor must complete | | | Not Started - Supervisor must complete | | |
| 4 | Not Started - Employee must initiate | | | | Not Started - Supervisor must complete | | | Not Started - Supervisor must complete | | |
| 5 | Completed | |  | | Returned - Correct and Submit |  |  | Not Started - Supervisor must complete | | |
| 6 | Not Started - Employee must initiate | | | | Not Started - Supervisor must complete | | | Not Started - Supervisor must complete | | |
| 7 | Not Started - Employee must initiate | | | | Not Started - Supervisor must complete | | | Not Started - Supervisor must complete | | |

| Mid Year Status | Mid-Year Start/Edit | Mid-Year View |
|--|---|---|
| Not Started - Supervisor must complete | | |
| Not Started - Supervisor must complete | | |
| Not Started - Supervisor must complete | | |
| Not Started - Supervisor must complete | | |
| Returned - Correct and Submit |  |  |

On the last page, click **Resubmit** to send the evaluation back to the employee once you are finished. The employee will then need to repeat the previous steps to acknowledge the submission.

Form Page

Mid Year - Performance Review : Last Step

Form ID

Last Step

Almost Done

Once all projects, professional development and job responsibilities are reviewed and updated and you are ready to submit the Mid-Year review, click the **Submit** button. If you need to exit the form prior to submitting, click the **Save** button prior to exiting.

At anytime before the employee acknowledges and submits, you may update the plan and resubmit

Do you want to upload any documents to include with the performance evaluation?

> Comments

Previous

Resubmit

Final Evaluation (Supervisor Initiated)

The final evaluation is initiated by the supervisor through Employee Self Service in the Online Center before being sent to the employee to review and approve.

Performance Evaluation Status

Performance Evaluation

Form IDs

New Window

Help

Name

Fiscal Year 2025

Supervisor ID

Performance Evaluation Dates

| | | | | | |
|---------------|-------------|----------------|--------------|----------------|--------------|
| Initial Start | Initial Due | Mid Year Start | Mid Year Due | Year End Start | Year End Due |
|---------------|-------------|----------------|--------------|----------------|--------------|

Performance Evaluation Workcenter

| Employee Name | Initial Status | Initial Start/ Edit | Initial View | Approve | Mid Year Status | Mid-Year Start/Edit | Mid-Year View | Year End Status | Year-End Start/Edit | Year-End View |
|---------------|---|---------------------|--------------|---------|--|---------------------|---------------|--|---------------------|---------------|
| 1 | Saved: Open for editing - when completed, change from Draft to Final and resubmit | | | | Not Started - Supervisor must complete | | | Not Started - Supervisor must complete | | |
| 2 | Not Started - Employee must initiate | | | | Not Started - Supervisor must complete | | | Not Started - Supervisor must complete | | |
| 3 | Not Started - Employee must initiate | | | | Not Started - Supervisor must complete | | | Not Started - Supervisor must complete | | |
| 4 | Not Started - Employee must initiate | | | | Not Started - Supervisor must complete | | | Not Started - Supervisor must complete | | |
| 5 | Completed | | | | Completed | | | Not Started - Supervisor must complete | | |
| 6 | Not Started - Employee must initiate | | | | Not Started - Supervisor must complete | | | Not Started - Supervisor must complete | | |
| 7 | Not Started - Employee must initiate | | | | Not Started - Supervisor must complete | | | Not Started - Supervisor must complete | | |

In preparation to complete the Final Evaluation, please review the projects and outcomes, professional development, and the top job responsibilities from the job description prior to meeting with your employee.



To initiate a final evaluation, click the pencil icon . The pencil icon will only appear if the previous stages have been completed.

Once the evaluation has been initiated, follow the instructions for each section. You can navigate and make changes to sections by using the **Previous** and **Next** buttons. If you need to exit the form prior to submission, click the **Save and Exit** button.

Year End Performance Evaluation

The purpose of the Performance Evaluation process is to record your planned work this fiscal year – established from your individual goals, department action plans, and/or College Action Plan – and monitor your progress (Section I). Section II allows you to discuss professional development goals for the upcoming year and to monitor your required professional development hours. In addition, this evaluation assesses the effectiveness of your job performance for this fiscal year (Section III).

Initial assessment Due Date

Mid Year Due Date

Year End Due Date

In preparation to complete the Final Evaluation, please review the projects and outcomes, professional development, and the top five job responsibilities from the job description prior to meeting with your employee.

At any time in the evaluation process, you may navigate through the evaluation pages using the 'Previous' button to return to the page prior, or the 'Next' button to progress to the next page. If you need to exit the form prior to submitting, click the 'Save' button prior to exiting.

When you are ready to begin select the Employee from the dropdown menu and click 'Next'.

Select Employee

Employee ID

Employee

Employee Information

Name

Employee Emplid

Business Title

Fiscal Year 2024-2025

Evaluation Type APSS

Standard Hours 40.00

Supervisor Name

Supervisor Emplid

Empl Record

Fiscal Year 2025

Next

Save and Exit

Projects and Goals

The supervisor will need to enter feedback in the **Year End Review** section and select an evaluation rating for each goal. Goals can still be added and removed at this point using the + and - buttons.

Evaluation Ratings:

- **3 Highly Effective** - Frequently achieves outstanding results. Accomplishments and professional skills often exceed requirements of the job.
- **2 Effective** - Fulfills requirements of the job description in a fully satisfactory manner.
- **1 Needs Improvement** - Does not consistently fulfill the requirements of the job and needs to improve.

Projects and Goals

Evaluation of project work (from individual, department action plans, or College Action Projects).
Please evaluate the identified projects and goals using the available ranking system within the Evaluation field. Comments are required for each item. If additional items were assigned since the Mid-Year Evaluation, you may click the '+' to insert a new row. To remove a project, click the '-' to delete a row.

Highly Effective - frequently achieves outstanding results. Accomplishments and professional skills often exceeds requirements of the job.

Effective - fulfills requirements of the job description in a fully satisfactory manner

Needs Improvement - does not consistently fulfill the requirements of the job and needs to improve.

2 rows

| Goal | Outcome 1 | *Strategic Goal | Mid Year Review | *Year End Review | *Evaluation | Points | Insert A Row | Delete A Row |
|------|-----------|-----------------------|-----------------|------------------|-------------|--------|--------------|--------------|
| 1 | | Community Impact | | | | 0 | + | - |
| 2 | | Completion and Transf | | | | 0 | + | - |

Goals and Projects Summary

Goals and projects scores are listed below. The result will be added to the final evaluation score.

Goals/Project Points 0.00
Goals/Project Count 0.00

[Previous](#) [Next](#) [Save and Exit](#)

The points for each goal will be displayed in the **Points** column. The **Goals/Project Points** and **Goals/Project Count** displayed at the bottom of the page under the **Goals and Projects Summary** heading.

Professional Development

Professional development goals along with completed professional development opportunities logged in the employee's Training Summary will appear here. You can make changes and add or remove rows to planned professional development opportunities in this section. You may need to click the **Show Completed Training** button to refresh and show information that has been entered after the evaluation has been initiated.

On the final evaluation, you will have the option to elect an exception if the employee was unable to complete the required hours with good reason. Contact Human Resources if you have questions about this requirement.

Instructions

In addition to learning activities previously identified, the employee's completed/enrolled training from their training summary will be populated. The completed training summary will only load once, upon initiation of the final evaluation. You may refresh the data by clicking the "Reload from Training Summary" button. Please review the completed Professional Development opportunities and total hours.

If an employee has planned external professional development that has not yet taken place, those sessions may be manually added by clicking the '+' to insert a new row within the Completed Training section. If the training summary information has been reloaded, any future external professional development must be re-added.

Personal/wellness development, volunteering, and/or community involvement related to GRCC work, for the purpose of this section, will be limited to 5 hours. Please utilize the "Other (Wellness/Volunteer)" toggle to identify sessions fitting this description.

Expected Professional Development Hours

Listed below is the standard professional development hours required for a full-time employee (32.5 hours per week or more). In some instances, the employee's hours may need to be adjusted. Examples include extended leaves of absence, position transfers, or situations outside of the employee's control. If an employee's hours require adjustment, please click the 'Needs Exception' toggle to reflect 'Yes' and enter in the correct hours required. A reason for the exception will also be required.

Should you have any questions on adjusted hours, please contact Human Resources.

Required Hours 20.00

Needs Exception ☐

Scale

3 Points: 20 hours or more
2 Points: 15.00 up to 20 hours
1 Points: 0 up to 15.00 hours

Completed Training

| Date % | Class/Training/Conference % | Internal/External % | Other (Wellness/Volunteer) % | Actual Hours % | Valid Hours % | Note % | Status % | Insert A Row |
|--------|-----------------------------|-------------------------------|------------------------------|-------------------------------------|---------------|--------|-----------|--|
| 1 | 10/10/2024 | Web Editor Summit 2024 | External | <input type="checkbox"/> | 0.50 | 0.50 | Completed | <input data-bbox="1273 732 1289 753" type="button" value="+"/> |
| 2 | 11/12/2024 | WakeUpN'Coast - All About you | External | <input checked="" type="checkbox"/> | 1.00 | 1.00 | Completed | <input data-bbox="1273 770 1289 791" type="button" value="+"/> |
| 3 | 11/18/2024 | Red Cross CPR/AED First Aid | Internal | <input type="checkbox"/> | 4.50 | 4.50 | Completed | <input data-bbox="1273 808 1289 829" type="button" value="+"/> |
| 4 | 12/03/2024 | Zoom Phone Training | External | <input type="checkbox"/> | 1.00 | 1.00 | Completed | <input data-bbox="1273 846 1289 867" type="button" value="+"/> |
| 5 | 01/23/2025 | Eating for Energy | Internal | <input checked="" type="checkbox"/> | 1.00 | 1.00 | Completed | <input data-bbox="1273 884 1289 905" type="button" value="+"/> |
| 6 | 02/10/2025 | Managing Worry and Anxiety | Internal | <input checked="" type="checkbox"/> | 1.00 | 1.00 | Enrolled | <input data-bbox="1273 921 1289 942" type="button" value="+"/> |
| 7 | 02/11/2025 | Developing Grit | Internal | <input type="checkbox"/> | 1.00 | 1.00 | Enrolled | <input data-bbox="1273 959 1289 980" type="button" value="+"/> |
| 8 | 03/05/2025 | Multi-Generational Workplaces | Internal | <input type="checkbox"/> | 1.00 | 1.00 | Enrolled | <input data-bbox="1273 997 1289 1018" type="button" value="+"/> |
| 9 | 03/18/2025 | Implicit Bias | Internal | <input type="checkbox"/> | 1.00 | 1.00 | Enrolled | <input data-bbox="1273 1035 1289 1056" type="button" value="+"/> |
| 10 | 04/08/2025 | Dealing With Difficult People | Internal | <input checked="" type="checkbox"/> | 1.00 | 1.00 | Enrolled | <input data-bbox="1273 1073 1289 1094" type="button" value="+"/> |
| 11 | 05/07/2025 | Managing Distractions & Focus | Internal | <input type="checkbox"/> | 1.00 | 1.00 | Enrolled | <input data-bbox="1273 1110 1289 1131" type="button" value="+"/> |

Professional Development Summary

Professional development hours listed below will be calculated with the final evaluation score.

Completed Hours 14.00

Professional Development Score 3.00

Previous

Next

Save and Exit

Required Hours 20.00

Needs Exception ☐

With the **Needs Exception** toggle selected, the supervisor can then adjust the required hours and add a **Reason** for the exception.

*Required Hours

10.00

Needs Exception

☒

*Reason

This is a part-time employee.

Scale

3 Points: 10 hours or more
2 Points: 7.50 up to 10 hours
1 Points: 0 up to 7.50 hours

If a professional development opportunity falls under the wellness **Other (Wellness/Volunteer)** category, you may need to click the toggle switch for that row. These activities are capped at 5 hours when being added to the **Completed Hours** total. The toggle will turn orange when engaged.

Other (Wellness/Volunteer) ↑↓

☐

Other (Wellness/Volunteer) ↑↓

☒

Activities marked as **Wellness/Volunteer** that are over the 5 hour cap will show a reduced **Valid Hours** towards the total and will be noted as “**Max Wellness (5 hours) Reached.**”

| Other (Wellness/Volunteer) ↑↓ | Actual Hours ↑↓ | Valid Hours ↑↓ | Note ↑↓ | Status ↑↓ | Insert A Row |
|-------------------------------------|-----------------|----------------|--------------------------------|-----------|--|
| <input checked="" type="checkbox"/> | 0.50 | 0.50 | | Completed | <input data-bbox="1451 1058 1487 1104" type="button" value="+"/> |
| <input checked="" type="checkbox"/> | 1.00 | 1.00 | | Completed | <input data-bbox="1451 1131 1487 1178" type="button" value="+"/> |
| <input checked="" type="checkbox"/> | 4.50 | 3.50 | Max Wellness (5 hours) Reached | Completed | <input data-bbox="1451 1205 1487 1251" type="button" value="+"/> |
| <input type="checkbox"/> | 1.00 | 1.00 | | Completed | <input data-bbox="1451 1278 1487 1325" type="button" value="+"/> |
| <input type="checkbox"/> | 9.00 | 9.00 | | Completed | <input data-bbox="1451 1352 1487 1398" type="button" value="+"/> |
| <input checked="" type="checkbox"/> | 1.00 | 0.00 | Max Wellness (5 hours) Reached | Completed | <input data-bbox="1451 1425 1487 1472" type="button" value="+"/> |

Job Knowledge

This section shows what job responsibilities the employee is being evaluated on. Supervisors will need to select an appropriate rating under **Job Knowledge** and provide feedback under **Year End Review** for each item. If additional job responsibilities were assigned since the Mid-Year Evaluation, you may click the ‘+’ to insert a new row. To remove a job responsibility, click the ‘-’ to delete a row.

Evaluation Ratings:

- **3 Highly Effective** - Frequently achieves outstanding results. Accomplishments and professional skills often exceed requirements of the job.
- **2 Effective** - Fulfills requirements of the job description in a fully satisfactory manner.
- **1 Needs Improvement** - Does not consistently fulfill the requirements of the job and needs to improve.

Points for this section are tallied at the bottom of the page under the **Job Knowledge Summary** heading.

Job Knowledge Summary

Job Knowledge Points 14.00
Job Knowledge (Count) 6.00

Professional Skills

Supervisors will need to evaluate each professional skill using the available ranking system within the Evaluation field. Comments are required for each item, with the exception of supervision/management skills, as this may not be applicable to every position.

Evaluation Ratings:

- **3 Highly Effective** - Frequently achieves outstanding results. Accomplishments and professional skills often exceed requirements of the job.
- **2 Effective** - Fulfills requirements of the job description in a fully satisfactory manner.
- **1 Needs Improvement** - Does not consistently fulfill the requirements of the job and needs to improve.
- **0 Not applicable** - Applies to supervision/management Skills. Use when this does not apply to the position you are reviewing.

Year End Review : Professional Skills

Form ID

Employee Information

Name

Supervisor Name

Employee Emplid

Supervisor Emplid

Business Title

Support Professional

Empl Record

Fiscal Year

2024-2025

Fiscal Year

2025

Evaluation Type

Standard Hours

Professional Skills

Please evaluate each professional skill using the available ranking system within the Evaluation field. Comments are required for each item, with the exception of supervision/management skills, as this may not be applicable to every position.

Highly Effective - frequently achieves outstanding results. Accomplishments and professional skills often exceeds requirements of the job.

Effective - fulfills requirements of the job description in a fully satisfactory manner

Needs Improvement - does not consistently fulfill the requirements of the job and needs to improve.

Quality of Work

Meets requirements for accuracy, effectiveness, and thoroughness

*Evaluation (Quality)

*Comments (Quality)

Judgment

Uses intelligence and common sense; can be relied upon to take appropriate action.

*Evaluation (Judgment)

*Comments (Judgment)

Supervision/management Skills (If applicable)

Gives constructive feedback. Effectively communicates mission, vision, values to department work. Recognizes and rewards appropriately.

If not applicable to this employee - leave blank

Points for this section are tallied at the bottom of the page under the **Professional Skills Summary** heading.


| | |
|---|-------|
| Professional Skills Summary | |
| Professional skills scores are listed below. The result will be calculated with the final evaluation score. | |
| Professional Skills Total | 11.00 |
| Count of Prof Skills | 6.00 |

Final Evaluation Summary PMA

Totals in each section will be shown on the **Final Evaluation PMA** page. The **Final Evaluation Score** is shown at the bottom of the page.

- Goals / Projects is weighted as 40% of evaluation
- Professional Development is weighted as 10% of evaluation
- Job Knowledge is weighted as 25% of evaluation
- Professional Skills is weighted as 25% of evaluation

The merit increase is a recommendation based on the employee's performance. The Board of Trustees will review the budget in June to determine the merit compensation increase. Contingent upon approval, Human Resources will seek the final recommendation and implement the merit increase effective July 1.

| | | |
|--|--------------------------------|-------------------------------|
|  Year End Review : Final Evaluation Summary | | Form ID |
| Employee Information | | |
| Name | Supervisor Name | |
| Employee Emplid | Supervisor Emplid | |
| Business Title | Empl Record | |
| Fiscal Year | Fiscal Year | |
| Evaluation Type | | |
| Standard Hours | | |
| . | | |
| Please review the final evaluation summary. If updates are needed, please utilize the 'Previous' and 'Next' buttons to navigate through the evaluation. If all information is accurate, click 'Next'. | | |
| Goals / Projects Summary | | |
| Goals / Projects is weighted as 40% of evaluation. | | |
| Goals/Project Score 2.00 | Points toward final evaluation | 0.80 |
| Professional Development Summary | | |
| Professional Development is weighted as 10% of evaluation. | | |
| Professional Development Score 1.00 | Points toward final evaluation | 0.10 |
| Job Knowledge Summary | | |
| Job Knowledge is weighted as 25% of evaluation. | | |
| Job Knowledge Score 2.00 | Points toward final evaluation | 0.50 |
| Professional Skills Summary | | |
| Professional Skills is weighted as 25% of evaluation. | | |
| Professional Skills Score 2.33 | Points toward final evaluation | 0.58 |
| Final Evaluation Score and Merit Increase | | |
| The merit increase is a recommendation based on the employee's performance. The Board of Trustees will review the budget in June to determine the merit compensation increase. Contingent upon approval, Human Resources will seek the final recommendation and implement the merit increase effective July 1. | | |
| Final Evaluation Score 1.98 | | |
| Previous | Next | Save and Exit |

Final Evaluation Summary APSS

Totals in each section will be shown on the **Final Evaluation Summary APSS** page. At the bottom, the supervisor will need to select the appropriate recommendation to determine if the employee is eligible for the negotiated increase that is available.

If the APSS Employee has received an overall point value of 2.0 or greater, is not on a Performance Improvement Plan (PIP) and has not received a documented written Corrective Action Notice (CAN) (this does not include any verbally documented notices) in the preceding 12 months, they are eligible to receive the negotiated step increase (review the current APSS contract for negotiated changes).


Per Article 14, Section 2, "Newly hired employees hired between January 1 and June 30 will be eligible to advance one step for each fiscal year that step advancement has been negotiated upon successful completion of the six-month probationary period. The EBCO and Human Resources will verify eligibility.

| APSS Summary | |
|--|--|
| Goals/Projects | 5.00 |
| Professional Development | 3.00 |
| Job Knowledge | 14.00 |
| Professional Skills | 14.00 |
| Totals | |
| Total points for all sections | 36.00 |
| Total count of items evaluated | 16.00 |
| Overall points (total points divided by total count) | 2.25 |
| Negotiated Step Increase | |
| If the APSS Employee has received an overall point value of 2.0 or greater, is not on a Performance Improvement Plan (PIP) and has not received a documented written Corrective Action Notice (CAN) (this does not include any verbally documented notices) in the preceding 12 months, they are eligible to receive the negotiated step increase (review the current APSS contract for negotiated changes). | |
| Per Article 14, Section 2, "Newly hired employees hired between January 1 and June 30 will be eligible to advance one step for each fiscal year that step advancement has been negotiated upon successful completion of the six-month probationary period. | |
| Please select the appropriate value. | |
| *Negotiated Increase | <div><div></div><div>Eligible</div><div>Not Eligible</div></div> |
| The EBCO and Human Resources will verify eligibility. | |
| Previous | Next Save and Exit |

Form Submission

The **Last Step** page contains an **Overall Performance** comment box where the supervisor can add any overarching comments relevant to the performance evaluation.

Once you have met with your employee, discussed and reviewed the evaluation, finished making changes and adding comments to the evaluation, click the **Submit** button. The form will then be routed to the employee to review, make comments, and acknowledge. Once the submission has been acknowledged as final, changes cannot be made. The file will then be routed to the employee's personnel file and data will be available for HR to perform fiscal year end processes.


Year End Review : Last Step
Form ID



Last Step

*Overall Performance

By clicking on the **Submit** button you are acknowledging all areas of the performance evaluation are completed and are ready for employee review/ acknowledgement. Please click **Save/Exit** if you plan to return to the performance evaluation and make additional comments.

Previous
Save and Exit
Submit


Once submitted, the status will change to **Pending - Employee must approve** in the performance supervisor review page.


| Year End Status | Year-End Start/Edit | Year-End View |
|------------------------|---|---|
| Pending - must approve |  |  |


Acknowledging the Final Evaluation


Employees will access the form as they have in previous evaluations. Login to the **Online Center**, click **Employee Forms**, and then **Acknowledge Performance Evals**. Once the search page loads, click **Search** and the evaluation should load if the supervisor has submitted it.

Employee Forms

 **Form Landing Page**

 Reimbursements


 Building Card/Key Access

 Performance Evaluations

Initiate/Update Initial Plan

Acknowledge Performance Evals

View Performance Evaluation

 Rapid Bus Wave Card Request


Welcome to GRCC's eForms

Please select a form from the list on the left

Other things you can do:

- To Update/Change a saved or submitted form:
Select **Update an eForm**
- To View a form you have submitted:
Select **View an eForm**

The employee can then navigate through all of the evaluation pages as submitted. These pages are locked and cannot be edited by the employee. The last page contains a space for **Employee Comments**. The employee can **Acknowledge** the form to complete the process or **Return to Supervisor (For Update)** if a correction needs to be made. If this occurs, the supervisor will have to resubmit the form and the employee will need to repeat this process and acknowledge the form before it is finalized and added to their personnel file.

 **Year End Review : Last Step**

Form ID

Last Step

Overall Performance

This was a great year!

Employee Comment

Please enter any comments you may have regarding your performance evaluation. Once finished, please acknowledge completion of the performance evaluation by clicking the "Acknowledge" button.

If corrections are needed, please click the "Return to Supervisor" button.

As the employee, I acknowledge that I have met with my supervisor to discuss my performance evaluation.

Previous

Return to Supervisor (For update)

Print

Acknowledge

Training Summary & Professional Development

The [Training Summary](#) is an aggregate list of all of your professional development activities during a particular fiscal year. It is extremely useful for both staff and supervisors when conducting an annual performance review. The mid-year and final performance evaluations will import information from the Training Summary into the Professional Development section.