

## Performance Management

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### OPERATIONAL POLICY STATEMENT

The process of performance management, which occurs during each fiscal year between July 1 and June 30, is designed to achieve the following goals:

- Make employees aware of what is expected of them
- Provide employees with feedback about their performance
- Provide employees with opportunities for continuous learning and development

The President, through the Chief Human Resources Officer, is responsible for ensuring that the performance management process is developed and implemented as appropriate to employee classification and status as defined in Operational Policy 2.01 Employee Classification and Status, that applicable procedures and any required forms are available, and that revisions are made through appropriate collaborative efforts with affected employee groups. Management is responsible for ensuring that employees are evaluated according to the processes developed and implemented.

Performance of regular full-time and regular part-time employees is appraised on an annual cycle following established guidelines. Procedures and required forms are available electronically through the Human Resources department.

Staff (both Full Time and Regular PT):

- Start: July 1
- Completion: June 30

Faculty:

- Start: September 15
- Completion: April 30 with overall rating designated, discussed and signed and returned to Human Resources by May 30

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### PROCEDURE

[Yavapai College Performance Management](#)

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### OPERATIONAL POLICY HISTORY

Formerly Policy 2.2.4, Adopted 1/25/2000 Revised 4/14/2009

Revised 8/15/2011

Renumbered to Policy 2.04 in 10/2014 Revised 11/3/2015

Revised 1/17/2018

Revised to "Operational" Policy and changed Director of Human Resources to Chief Human Resources Officer 3/5/2021

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