MONTGOMERY COLLEGE
Office of Human Resources and Strategic Talent Management

February 10, 2016

MEMORANDUM

To: All Staff and Supervisors

From: Nadine M. Porter, Associate Senior Vice President for Human Resources and Strategic Talent Management

Subject: FY16 Performance Evaluation Information

The chart below provides performance action items, date information, and the employee group who must complete tasks within the Talent Management System. Please note that supervisors may set earlier self-evaluation and evaluation deadlines to ensure timely completion.

FY16 Evaluations and FY17 Goal Plans		
Action	**Date**	**Employee Group**
FY16 goal plans finalized and approved by supervisors. (This includes any that have been changed or updated throughout the year. IMPORTANT: If a goal plan has not been created, the supervisor will be unable to submit the performance evaluation in August.)	March 31	All staff and administrators hired before 1/1/16
FY16 evaluations and FY17 goal plans become available. (All staff can begin writing self-evaluations and supervisors can also begin writing staff evaluations. We strongly recommend that supervisors wait until self-evaluations are submitted before beginning to write evaluations of their direct reports.)	April 1	All staff (10 and 12 month), administrators & department chairs
FY16 self-evaluations and FY17 proposed goal plans submitted (Supervisors can require an earlier deadline for these submissions.)	June 30	All staff (10 and 12 month), administrators & department chairs
FY16 performance evaluations submitted and FY17 goal plans approved by supervisors. (Supervisors can submit evaluations and goal plans earlier than this deadline if they choose. Remember, FY17 goal plans can be updated and reapproved throughout the year.)	August 15	Supervisors

Notes

Employees hired before January 1, 2016
Employees hired before January 1, 2016 must have an approved FY16 goal plan by March 31 to be eligible for a salary increment. Employees hired between October and December must have their six month probationary evaluation completed and submitted before the annual evaluation.

Employees hired after January 1, 2016
Employees hired after January 1, 2016 do not need to have an approved FY16 goal plan and will not have an annual FY16 performance evaluation. However, employees and their supervisors will create an FY17 goal plan. The plan should be developed during the FY16 performance evaluation time period, and approved by the designated deadline.

Resources

- HRSTM Performance Management Web page
  - FY16 Performance Management Cycle and Deadlines
  - Performance Evaluation Memoranda
  - Competencies and Rubrics for Staff, Administrators and Department Chairs
  - Goal and Performance Evaluation Module Guidebooks and Tutorials
  - Six-Month Probationary Evaluation Form for Staff
  - Supervisory Accountability Metric

- Technical questions about the Talent Management System
  Ms. Deonna Mills-Humphress, extension 7-4271
  TMS-Evaluations@montgomerycollege.edu

- Navigating the performance evaluation and goal plan modules
  Mr. Dan Gutwein, extension 7-4276
  Dan.Gutwein@montgomerycollege.edu

- Writing performance evaluations and writing and developing goal plans
  Ms. Carmen D'Agostino, extension 7-4275
  Carmen.D'Agostino@montgomerycollege.edu
  or
  Ms. Cynthia Mauris, extension 7-4278
  Cynthia.Mauris@montgomerycollege.edu