



Northlands College Policy Evaluation of Managers and Directors

POLICY STATEMENT

All Managers and Directors will be evaluated regularly by their supervisor to ensure that required outcomes are consistently produced and to ensure good working relationships between Managers, Directors and internal/external stakeholders are maintained.

GUIDELINES

The purpose of an evaluation should be constructive, evaluations will include the employee’s self-rating, as well as the supervisor’s ratings.

Managers and Directors will serve a ten (10) month probationary period with the option of a five (5) month extension at the supervisor’s discretion. Prior to the completion of the probationary period the supervisor will initiate the evaluation process using the Director/Manager Evaluation form.

Employees who successfully complete their probationary period will receive an evaluation once every three (3) years.


Supervisors may, at their discretion, provide their employees with mandate letters that outline expected results within a specific timeframe. A results based evaluation will be completed at the end of the specific timeframe. The prime basis for evaluation should be results, secondary factors may include the supervisor’s subjective assessments, formal or informal feedback, and other indirect indicators of performance deemed relevant by the Supervisor.

Outcomes identified by the President & CEO notwithstanding, it is the Director that is ultimately accountable for determining what outcomes are required for their department(s), and how and when it will be decided that the required outcomes were achieved.

PROCEDURES

Evaluation

1. The supervisor will inform the employee of the assessment date and provide them with a copy of the Director/Manager Evaluation Form. The employee will complete their portion of the form and email it to the supervisor for completion.
2. Once the supervisor has completed the form he/she will review it with the employee and develop an improvement plan if necessary.
3. Once the evaluation has been reviewed and signed by both parties the supervisor will forward the form to the Human Resources Manager who will provide the employee with a copy of the evaluation form and file the original with the personnel file.

Policy Originated: January 1993	Approved by: President & CEO
Last Approved: May 13, 2016	Signature: 

Name: _____

Date: _____

Position: _____

Evaluation Period: _____

Probationary Employee: Yes No

Below is a list of major performance factors, each factor is rated using the following number scale:

1. Unsatisfactory 2. Needs Improvement 3. Meets Expectations 4. Exceeds Expectations

Factor	Rating	Employee's Comments	Supervisor's Comments
Forecasting & Planning: The ability to establish objectives, set priorities, anticipates problems and otherwise plan work in areas of responsibility.			
Organizing: The ability to reorganize office and workload requirements in an effective and efficient manner in accordance with policies, procedures and established systems.			



Factor	Rating	Employee's Comments	Supervisor's Comments
Staff Support & Supervision: The ability to effectively supervise and provide on-going support to assigned staff.			
Delegation: Appropriate delegation commensurate with responsibility.			



Factor	Rating	Employee's Comments	Supervisor's Comments
Leadership: Ability to lead by example and motivate others to higher levels of performance			
Follow-up and Control: Demonstrates that work is being checked both while it is being done and upon completion, and that appropriate attention to detail has been given.			



Factor	Rating	Employee's Comments	Supervisor's Comments
<p>Problem Solving: The ability to solve problems effectively and to anticipate problems rather than continually reacting to them.</p>			
<p>Decision Making: Ability to accept responsibility for decisions, make timely and judicious decisions, communicate these and their reasons to appropriate personnel, and, when appropriate, involve staff decisions affecting them?</p>			



Factor	Rating	Employee's Comments	Supervisor's Comments
<p>Communications: The ability to communicate orally and in writing in a clear, concise, and timely fashion. Demonstrate ability as a good listener and sensitivity to how his / her words might be interpreted by others.</p>			
<p>Consultation / Meetings: Conduct effective and efficient meetings and is readily available for consultation with staff and students?</p>			



Factor	Rating	Employee's Comments	Supervisor's Comments
Interpersonal Relations: The ability to relate effectively to peers, subordinates and supervisors, and inspire trust and confidence in relationships with others.			
Reporting: Keeps his/her immediate supervisor informed, submits accurate and timely reports, follows college policies and procedures, and follows through to completion on assigned tasks.			



Factor	Rating	Employee's Comments	Supervisor's Comments
Teamwork: Ability to function as a team member; encourage assigned staff to work together cooperatively; deal with conflict in a timely, effective and unbiased manner?			
Budget Administration: The ability to effectively administer and monitor budgets within areas of responsibility.			
Administration / Job Knowledge: Demonstrated awareness of the methods, techniques and skills in his / her functional area that is necessary for satisfactory performance			



Factor	Rating	Employee's Comments	Supervisor's Comments
Recommendation for Probationary Employee Only: <input type="checkbox"/> Pass <input type="checkbox"/> Fail <input type="checkbox"/> Extend			
Additional Comments			
Supervisor:			
Employee:			

I have read this appraisal and discussed it with my supervisor.

Employee's Signature

Date

Supervisor's Signature

Date