

2.3.2 Performance Evaluation for Administrative Employees

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Westmoreland County Community College is committed to maintaining a high standard of performance and professionalism among employees. Performance evaluations are an essential tool to ensure job performance is in alignment with the mission and strategic plan of the College, to support individual professional development, and to create and sustain a culture of accountability.

Purpose

The purpose of performance evaluations is to evaluate individual job performance relative to job expectations and to provide structured feedback to employees to recognize contributions and accomplishments and identify opportunities for growth and improvement. The performance evaluation process encourages transparency and open communication between supervisors and employees.

Frequency of Performance Evaluation

Administrative employees will receive a documented performance evaluation by their direct supervisor on an annual basis. Supervisors are responsible for completing performance evaluations in accordance with the timeline established by Administration and/or the Human Resources Department. In addition to the performance evaluation, informal feedback and regular communication throughout the year is encouraged to support ongoing performance management.

Evaluation Process

The evaluation process will include the following:

- Review of job description
- Opportunity to complete a self-evaluation (highly encouraged, but optional)
- Supervisor's evaluation of employee's job performance
- Collaborative goal-setting
- Meeting between employee and supervisor
- Documented evaluation

Addressing Performance Deficiencies

When an employee is not meeting performance expectations, the supervisor will take action to address the performance deficiencies. This may include informal feedback/coaching or developing a performance improvement plan (PIP) in collaboration with the Human Resources Department. A performance improvement plan is a collaborative and constructive process designed to help an employee succeed. This includes outlining specific performance concerns, reinforcing expectations and setting goals, identifying a timeline for improving performance, and providing support to the employee. If an employee does not demonstrate sufficient performance improvement while on a performance improvement plan, this may result in additional action including disciplinary measures in accordance with the College's policies and procedures.