

Staff 90-Day Appraisal Overview

New full-time staff at Collin College will be evaluated at three checkpoints during their first 90 days of employment, around days 30, 60, and 75-80. Unlike during the annual appraisal process, there is not a self-assessment component. Part-time employees transitioning to full-time roles are not subject to this process, though regular meetings and goal setting are highly recommended.

30-Day Review

The leader will list any comments regarding the employee's performance during the first 30 days. This includes any coaching needs or areas for additional skill development.

60-Day Review

The 60-day review includes ratings on key performance indicators and an overall rating.

Performance Indicators

For each performance indicator, employees will be evaluated by their leaders using a three-option rating scale: Meets Expectations, Needs Improvement, or Does Not Meet Expectations.

Attendance: Punctual, dependable, notifies manager of any variances

Behavior: Professional, ethical, attitude, considerate

Performance: Completes tasks, meets deadlines, consistent, thorough, professional communication

Demonstrates Core Values: Learning, service and involvement, creativity and innovation, academic excellence, dignity and respect, integrity

Policies and Procedures: Adheres to Collin College policies and procedures

Overall Rating

Leaders provide overall ratings for employees.

Meets Expectations: Continuation Recommended

Needs Improvement: Continuation Recommended

Does Not Meet Expectations: Continuation NOT Recommended

90-Day Review

The 90-day review includes ratings on key performance indicators, an overall rating, and goal setting.

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Goal Setting

The employee and leader set appropriate goals for completion during the remainder of the annual appraisal period.