



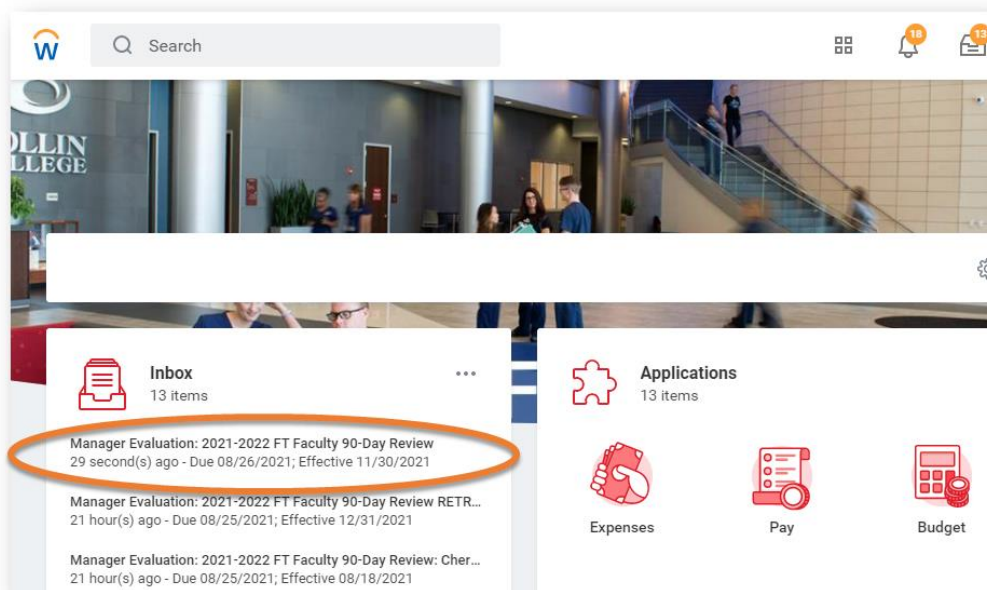
## 90-DAY REVIEWS

### 90-DAY REVIEW FOR FULL-TIME FACULTY AND TEMP FULL-TIME FACULTY

#### MANAGER: ADD NOTES AT 30 DAYS

From the **Home** page:

1. Launch the 90-day review from your **Inbox**.



2. Click **Get Started**.



**Complete Manager Evaluation** Manager Evaluation: 2021-2022 FT Faculty 90-Day Review RETRO: Rose Cleveland

Review Period 09/01/2021 - 11/30/2021 6 minute(s) ago - Due 08/26/2021; Effective 11/30/2021

**INSTRUCTIONS**

The primary purpose of the performance appraisal process at Collin College is to maintain high-quality educational programs. The process focuses on the professional growth and development of each faculty member as an individual in relation to the position description, standards of excellence, and divisional and institutional goals and priorities.

The performance appraisal process is also considered when determining contractual status, including renewal, non-renewal, the awarding of multi-year contracts, and termination. The performance appraisal process provides an opportunity for open and honest communication between the full-time faculty member and supervisor. The performance appraisal process begins with the 90-day evaluation, completed using the criteria on this form, and continues annually with the faculty performance appraisal. Conducted in an atmosphere of mutual trust and respect, the performance appraisal process offers a growth experience for all college full-time faculty.

Criteria used in the evaluation of the performance of faculty members during the probationary period are listed by category. Using the definitions and examples for these ratings, select the rating from the drop-down box to indicate the individual's performance for each criterion.

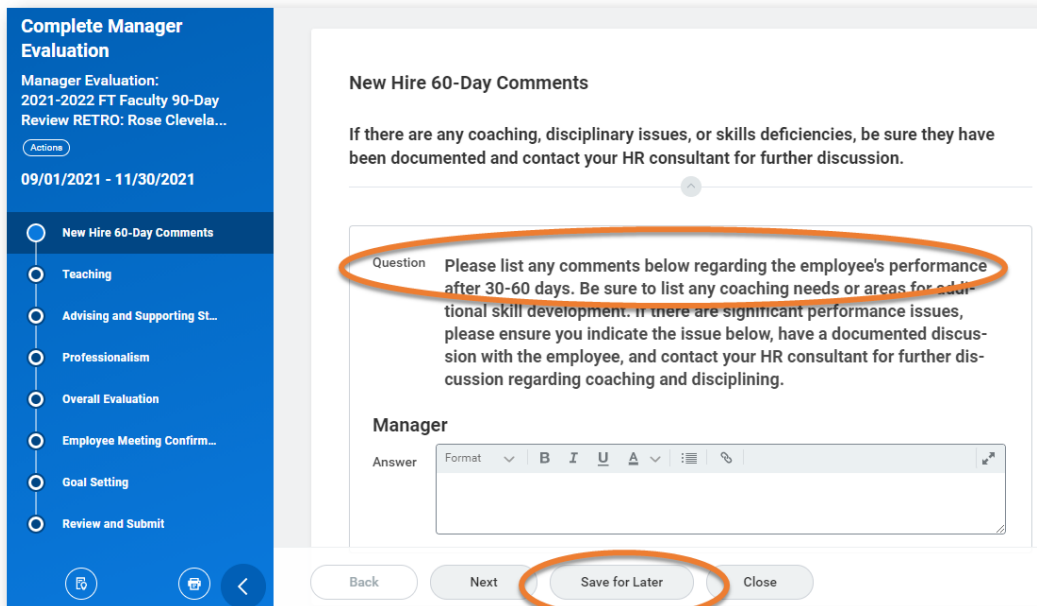
**Performance Appraisal Ratings**  
**M: Meets the Expected Level of Performance** (continuation recommended)  
**I: Improvement Needed** (continuation recommended; PIP required)

**Performance Appraisal Rating Definitions**  
**MEETS:** Excellence in teaching, responsible participation in college service, and active professional growth are expected of full-time faculty. One or more of the words usually, frequently, successfully, or effectively applies. Performance is fully satisfactory in all major respects.  
**IMPROVEMENT NEEDED:** Performance is inconsistent or problematic in one or more areas of evaluation, yet continuation of employment is recommended. This rating describes performance in which many of the job duties and standards are met, but where improvement in one or more areas is required to meet the criteria for excellence. Goals for improvement must accompany this appraisal to clearly identify specific skills or areas in need of improvement.

**PLEASE NOTE:** Comments, both positive and negative, play a vital role in providing effective feedback to a full-time faculty member. Comments must be provided to justify ratings.

[Get Started](#)

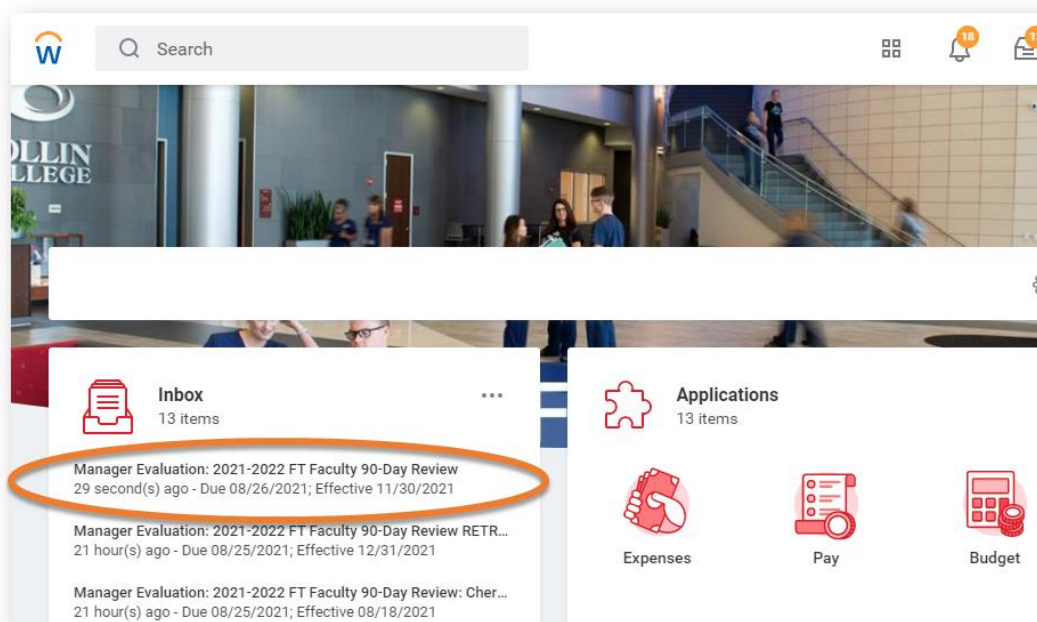
3. Conduct a face-to-face meeting with the faculty member to discuss performance at the 30-day mark. Provide summary comments in the **Answer** box. Click **Save for Later**.  
**Note: If you have significant attendance, behavioral, or performance issues, please contact your HR consultant immediately.**



### MANAGER: ADD NOTES AT 60 DAYS

From the **Home** page:

1. Launch the 90-day review from your **Inbox**. You may need to scroll to locate the review.



2. Click **Get Started**.



**Complete Manager Evaluation** Manager Evaluation: 2021-2022 FT Faculty 90-Day Review RETRO: Rose Cleveland

Review Period 09/01/2021 - 11/30/2021 6 minute(s) ago - Due 08/26/2021; Effective 11/30/2021

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**M: Meets the Expected Level of Performance** (continuation recommended)  
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**PLEASE NOTE:** Comments, both positive and negative, play a vital role in providing effective feedback to a full-time faculty member. Comments must be provided to justify ratings.

[Get Started](#)

3. Conduct a face-to-face meeting with the faculty member to discuss performance at the 60-day mark. Provide summary comments in the **Answer** box below the comments provided at 30 days. Be sure to clearly differentiate between 30-day and 60-day comments. Click **Save for Later**. *Note: If you have significant attendance, behavioral, or performance issues, please contact your HR consultant immediately.*



**Complete Manager Evaluation**

Manager Evaluation:  
2021-2022 FT Faculty 90-Day  
Review RETRO: Rose Cleve...

Actions

09/01/2021 - 11/30/2021

- New Hire 60-Day Comments
- Teaching
- Advising and Supporting St...
- Professionalism
- Overall Evaluation
- Employee Meeting Confirm...
- Goal Setting
- Review and Submit

**New Hire 60-Day Comments**

If there are any coaching, disciplinary issues, or skills deficiencies, be sure they have been documented and contact your HR consultant for further discussion.

Question Please list any comments below regarding the employee's performance after 30-60 days. Be sure to list any coaching needs or areas for additional skill development. If there are significant performance issues, please ensure you indicate the issue below, have a documented discussion with the employee, and contact your HR consultant for further discussion regarding coaching and disciplining.

Manager

Answer

Format B I U A [List Icon] [Link Icon]

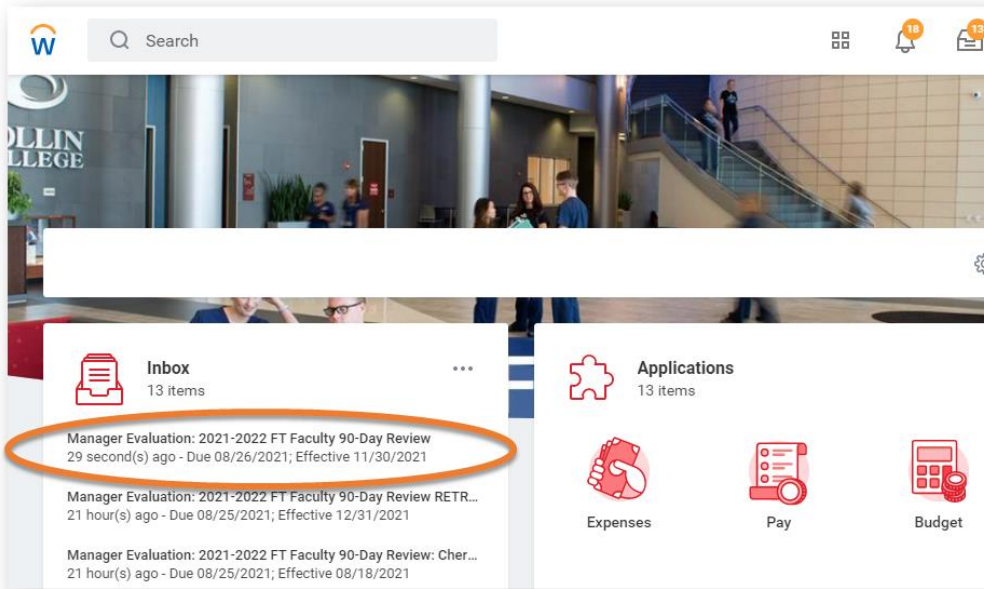
Back Next Save for Later Close

## MANAGER: COMPLETE THE 90-DAY REVIEW

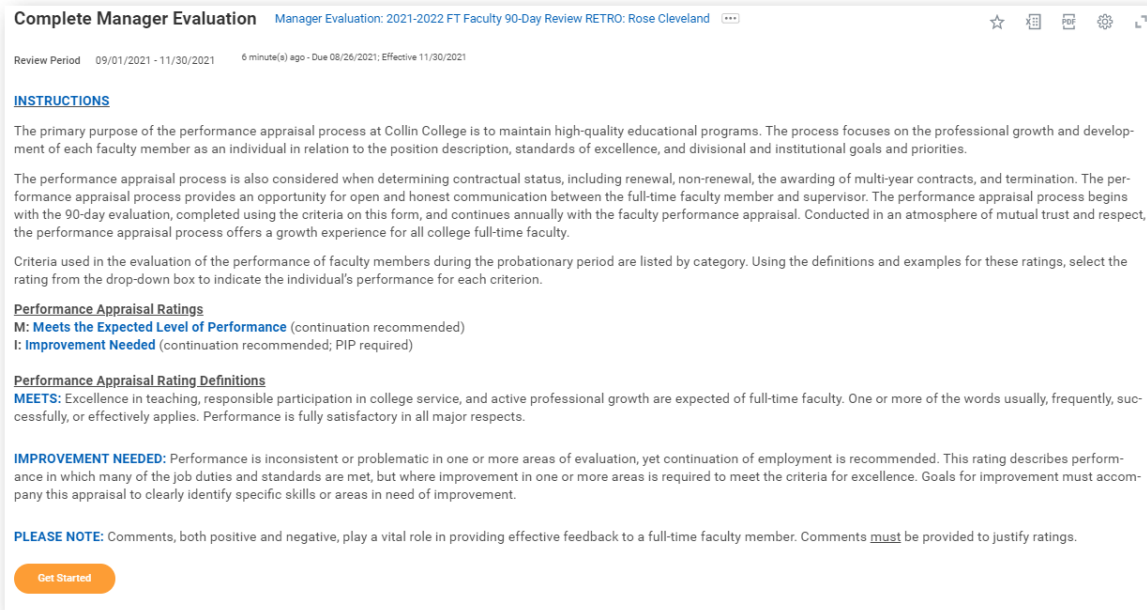
The 90-day review should be started on day 70. The overall process, including the meeting and acknowledgements, should be completed by day 75.

From the **Home** page:

1. Launch the 90-day review from your **Inbox**. You may have to scroll to locate the item.



2. Click **Get Started**.



3. Review the comments made at 30 and 60 days. Click **Next**.



**Complete Manager Evaluation**  
Manager Evaluation:  
2021-2022 FT Faculty 90-Day Review RETRO: Rose Clevea...  
Actions  
09/01/2021 - 11/30/2021

- New Hire 60-Day Comments
- Teaching
- Advising and Supporting St...
- Professionalism
- Overall Evaluation
- Employee Meeting Confir...
- Goal Setting
- Review and Submit

### New Hire 60-Day Comments

If there are any coaching, disciplinary issues, or skills deficiencies, be sure they have been documented and contact your HR consultant for further discussion.

Question Please list any comments below regarding the employee's performance after 30-60 days. Be sure to list any coaching needs or areas for additional skill development. If there are significant performance issues, please ensure you indicate the issue below, have a documented discussion with the employee, and contact your HR consultant for further discussion regarding coaching and disciplining.

Manager Answer

Normal **B I U A** [List] [Link]

30-day comments: Comments here  
60-day comments: Comments here

Back **Next** Save for Later Close

4. Provide a **Rating** and **Comment** for **Teaching** (*M=Meets the Expected Level of Performance; I=Improvement Needed*). Click **Next**.

**Complete Manager Evaluation**  
Manager Evaluation:  
2021-2022 FT Faculty 90-Day Review RETRO: Rose Clevea...  
Actions  
09/01/2021 - 11/30/2021

- New Hire 60-Day Comments
- Teaching
- Advising and Supporting St...
- Professionalism
- Overall Evaluation
- Employee Meeting Confir...
- Goal Setting
- Review and Submit

### Teaching

**ESSENTIAL PERFORMANCE FACTORS**

Teaching is the central responsibility of faculty members and the most important area of faculty evaluation. While standards may vary somewhat by discipline, certain characteristics of teaching are valued across Collin College: well planned, carefully organized courses; effective delivery of material; clear student learning outcome expectations; innovation in subject matter and pedagogy; courses that meet program and College objectives; sufficient opportunity for out-of-class contact between instructor and students; demonstrated effort to keep course content current; use of appropriate methods of feedback and student assessment.

Scholarly work and accomplishments in instructional activities may take on a variety of forms, including guiding independent learning activities and student creative performance, interdepartmental collaboration with colleagues, and development and improvement of curriculum.

**TEACHING**

Consider these performance indicators when providing a rating for teaching:

- Facilitates learning through effective preparation and organization of course information.
- Provides students with the fundamental body of knowledge of his/her discipline and remains current ineffective methods of instruction.
- Teaches students to apply knowledge and demonstrate understanding.
- Provides clear student learning outcome expectations.
- Employs current materials in classroom presentations and learning experiences.
- Uses teaching and learning methods that are appropriate for the discipline.
- Employs effective evaluation techniques and provides meaningful feedback to students.
- Other: (Associate dean/director may provide information not covered in the above list)

Competency	Description	Manager Evaluation
TEACHING	Consider these performance indicators when providing a rating for teaching: <ul style="list-style-type: none"><li>Facilitates learning through effective preparation and organization of course information.</li><li>Provides students with the fundamental body of knowledge of his/her discipline and remains current ineffective methods of instruction.</li><li>Teaches students to apply knowledge and demonstrate understanding.-Provides clear student learning outcome expectations.</li><li>Employs current materials in classroom presentations and learning experiences.</li><li>Uses teaching and learning methods that are appropriate for the discipline.</li><li>Employs effective evaluation techniques and provides meaningful feedback to students.</li><li>Other: (Associate Dean/Director may provide information not covered in the above list)</li></ul>	Rating + Comment +

Back Next Save for Later Close



Competency	Description	Manager Evaluation
TEACHING	<p>Consider these performance indicators when providing a rating for teaching.</p> <ul style="list-style-type: none"><li>Facilitates learning through effective preparation and organization of course information.</li><li>Provides students with the fundamental body of knowledge of his/her discipline and remains current ineffective methods of instruction.</li><li>Teaches students to apply knowledge and demonstrate understanding. Provides clear student learning outcome expectations.</li><li>Employs current materials in classroom presentations and learning experiences.</li><li>Uses teaching and learning methods that are appropriate for the discipline.</li><li>Employs effective evaluation techniques and provides meaningful feedback to students.</li><li>Other: (Associate Dean/Director may provide information not covered in the above list)</li></ul>	<p>Rating *</p> <input type="text" value="Search"/> <input type="radio"/> M <input type="radio"/> I

5. Provide a **Rating** and **Comment** for **Advising and Supporting Students** (*M=Meets the Expected Level of Performance; I=Improvement Needed*). Click **Next**.

### Complete Manager Evaluation

Manager Evaluation: 2021-2022 FT Faculty 90-Day Review RETRO: Rose Clevela...

09/01/2021 - 11/30/2021

- New Hire 60-Day Comments
- Teaching
- Advising and Supporting St...**
- Professionalism
- Overall Evaluation
- Employee Meeting Confirm...
- Goal Setting
- Review and Submit

### Advising and Supporting Students

**ESSENTIAL PERFORMANCE FACTORS**

The most important responsibility of individual faculty is to enhance the student learning experience. Successful support of students encompasses approachability and availability to assist students inside and outside of the class; advertising and maintaining office hours; being informed about the degree, certificate, and transfer requirements of programs within the discipline; and being knowledgeable, able to explain, and willing to refer to academic and non-academic college resources.

**ADVISING AND SUPPORTING STUDENTS**

Consider these performance indicators when providing a rating for advising and supporting students.

- Understands current career and curriculum options, degree requirements, and course transfer information within the discipline and provides timely and tailored advice to students.
- Helps students with education-based problems and/or directs students to appropriate college resources.
- Assists students in accessing appropriate college and community resources for non-educational problems.
- Is available to and approachable by students.
- Other: (Associate dean/director may provide information not covered in the above list)

Competency	Description	Manager Evaluation
ADVISING AND SUPPORTING STUDENTS	<p>Consider these performance indicators when providing a rating for advising and supporting students.</p> <ul style="list-style-type: none"><li>Understands current career and curriculum options, degree requirements, and course transfer information within the discipline and provides timely and tailored advice to students.</li><li>Helps students with education-based problems and/or directs students to appropriate college resources.</li><li>Assists students in accessing appropriate college and community resources for non-educational problems.</li><li>Is available to and approachable by students.</li><li>Other: (Associate Dean/Director may provide information not covered in the above list)</li></ul>	<p><input type="radio"/> M <input type="radio"/> I</p> <input type="text" value="Search"/> <p>Comment *</p> <input type="text"/>

Back Next Save for Later Close





Competency	Description	Manager Evaluation
ADVISING AND SUPPORTING STUDENTS	<p>Consider these performance indicators when providing a rating for advising and supporting students.</p> <ul style="list-style-type: none"> <li>Understands current career and curriculum options, degree requirements, and course transfer information within the discipline and provides timely and tailored advice to students.</li> <li>Helps students with education-based problems and/or directs students to appropriate college resources.</li> <li>Assists students in accessing appropriate college and community resources for non-educational problems.</li> <li>Is available to and approachable by students.</li> <li>Other: (Associate Dean/Director may provide information not covered in the above list)</li> </ul>	<p>Rating *</p> <p>Search</p> <p><input type="radio"/> M</p> <p><input type="radio"/> I</p>

6. Provide a **Rating** and **Comment** for **Professionalism** (*M=Meets the Expected Level of Performance; I=Improvement Needed*). Click **Next**.

**Complete Manager Evaluation**

Manager Evaluation:  
2021-2022 FT Faculty 90-Day Review RETRO: Rose Clevela...

Actions

09/01/2021 - 11/30/2021

- New Hire 60-Day Comments
- Teaching
- Advising and Supporting St...
- Professionalism
- Overall Evaluation
- Employee Meeting Confirm...
- Goal Setting
- Review and Submit

### Professionalism

**POLICIES, PROCEDURES, AND TIMELINES; PROFESSIONAL INTERACTION**

Consider these performance indicators when providing a rating for professionalism.

- Interacts professionally and courteously with students, full-time faculty, and staff, including advising and assisting adjunct faculty when required or appropriate.
- Performs duties and responsibilities in accordance with established policies, procedures, and departmental expectations.
- Meets time lines for assigned work.
- Provides timely notice for substitutes and class/schedule changes.
- Meets classes as scheduled and holds regular office hours.
- Participates in divisional and departmental meetings.
- Adheres to Collin College's core values.
- Other: (Associate dean/director may provide information not covered in the above list)

1 item

Competency	Description	Manager Evaluation
PROFESSIONALISM	<p>Consider these performance indicators when providing a rating for professionalism.</p> <ul style="list-style-type: none"> <li>Interacts professionally and courteously with students, FT faculty, and staff, including advising and assisting adjunct faculty when required or appropriate.</li> <li>Performs duties and responsibilities in accordance with established policies, procedures, and departmental expectations.</li> <li>Meets time lines for assigned work.-Provides timely notice for substitutes and class/schedule changes.</li> <li>Meets classes as scheduled and holds regular office hours.-Participates in divisional and departmental meetings.</li> <li>Adheres to Collin College's core values -Other: (Associate Dean/Director may provide information not covered in the above list)</li> </ul>	<p>Rating *</p> <p>Comment *</p>

Back Next Save for Later Close



Competency	Description	Manager Evaluation
PROFESSIONALISM	<p>Consider these performance indicators when providing a rating for professionalism.</p> <ul style="list-style-type: none"><li>• Interacts professionally and courteously with students, FT faculty, and staff, including advising and assisting adjunct faculty when required or appropriate.</li><li>• Performs duties and responsibilities in accordance with established policies, procedures, and departmental expectations.</li><li>• Meets time lines for assigned work. •Provides timely notice for substitutes and class/schedule changes.</li><li>• Meets classes as scheduled and holds regular office hours. •Participates in divisional and departmental meetings.</li><li>• Adheres to Collin College's core</li></ul>	<p>Rating *</p> <p>Search</p> <p><input type="radio"/> M</p> <p><input type="radio"/> I</p>

7. Indicate the **Rating** and provide a **Comment** for overall performance (**M=Meets the Expected Level of Performance**; **I=Improvement Needed**). Click **Next**. **Note: If you anticipate giving an overall rating of Improvement Needed, immediately notify HR prior to meeting with the faculty member.**

### Complete Manager Evaluation

Manager Evaluation:  
2021-2022 FT Faculty 90-Day Review RETRO: Rose Cleve...

09/01/2021 - 11/30/2021

- New Hire 60-Day Comments
- Teaching
- Advising and Supporting St...
- Professionalism
- Overall Evaluation**
- Employee Meeting Confirm...
- Goal Setting
- Review and Submit

### Overall Evaluation

**OVERALL EVALUATION**  
Select the overall appraisal rating which best describes a summary of the ratings and comments.

**Performance Appraisal Ratings**  
**M: Meets the Expected Level of Performance** (continuation recommended)  
**I: Improvement Needed** (continuation recommended; PIP required)

**Performance Appraisal Rating Definitions**  
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**IMPROVEMENT NEEDED:** Performance is inconsistent or problematic in one or more areas of evaluation, yet continuation of employment is recommended. This rating describes performance in which many of the job duties and standards are met, but where improvement in one or more areas is required to meet the criteria for excellence. Goals for improvement must accompany this appraisal to clearly identify specific skills or areas in need of improvement.

**Manager**

Rating \*

Comment \*   
 M  
 I

Back Next Save for Later Close



- When you reach the **Employee Meeting Confirmation** page, click **Save for Later**. Schedule a meeting to go over the review with the faculty member. Print the review or open the review on a shared screen. During the meeting, discuss the review and establish goals for the remainder of the annual appraisal period.

**Complete Manager Evaluation**  
Manager Evaluation:  
2021-2022 FT Faculty 90-Day  
Review RETRO: Rose Cleve...

09/01/2021 - 11/30/2021

- New Hire 60-Day Comments
- Teaching
- Advising and Supporting St...
- Professionalism
- Overall Evaluation
- Employee Meeting Confirm...**
- Goal Setting
- Review and Submit

### Employee Meeting Confirmation

Before submitting the review, the supervisor is expected to schedule and conduct a performance review meeting with the faculty member to discuss the performance appraisal.

- Exit the review. Do not click "Submit."
- Print two copies of this review and bring them to the meeting.
- During the meeting, go over the entire review, provide feedback, and address any faculty member concerns.
- Hit the "Next" button at the bottom of the screen to set goals. Together, the faculty member and supervisor should agree on a minimum of three goals for the academic year. These goals should be updated throughout the year and will be reviewed as part of the annual performance appraisal. The supervisor is responsible for adding the goals prior to submitting the review.
- Make any final necessary changes to the review online with the faculty member.
- In the presence of the faculty member, the supervisor should click "Submit." Once submitted, the review can no longer be modified.
- The faculty member should log in within one to three business days to review, acknowledge, and submit the evaluation.
- The supervisor will receive a final inbox item to acknowledge completion of the process.

Question Have you scheduled a meeting to conduct the performance review with the employee?

**Manager**

Rating \* select one

**Manager Summary**

Back Next **Save for Later** Close



9. After meeting with the faculty member, launch the review from your **Inbox**. Navigate back to the **Employee Meeting Confirmation** page. Indicate that you have met with the faculty member by selecting **Yes** from the **Rating** menu. Click **Next**.

**Employee Meeting Confirmation**

Before submitting the review, the supervisor is expected to schedule and conduct a performance review meeting with the faculty member to discuss the performance appraisal.

1. Exit the review. Do not click "Submit."
2. Print two copies of this review and bring them to the meeting.
3. During the meeting, go over the entire review, provide feedback, and address any faculty member concerns.
4. Hit the "Next" button at the bottom of the screen to set goals. Together, the faculty member and supervisor should agree on a minimum of three goals for the academic year. These goals should be updated throughout the year and will be reviewed as part of the annual performance appraisal. The supervisor is responsible for adding the goals prior to submitting the review.
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7. The faculty member should log in within one to three business days to review, acknowledge, and submit the evaluation.
8. The supervisor will receive a final inbox item to acknowledge completion of the process.

Question Have you scheduled a meeting to conduct the performance review with the employee?

Manager

Rating select one

select one

Yes

No

Employee

Back Next Save for Later Close

10. Click **Add** to create goals for the remainder of the annual appraisal period. *Note: The review for temp full-time faculty will not include goalsetting.*

**Goal Setting**

Together, the faculty member and associate dean/director should agree on a minimum of three goals for the remainder of the academic year. These goals will be reviewed for completion as part of the year's annual faculty performance appraisal. Goals should be related to the major areas of teaching, service, and professional development.

Utilize the SMART goal-setting approach with goals that are specific, measurable, achievable, relevant, and time-bound.

Add

Back Next Save for Later Close



11. Enter the goal summary in the **Goal** text box. Provide additional details under **Description**, if needed. Determine the goal **Due Date**, considering the performance appraisal period. Select the appropriate faculty goal **Category**. Do not enter a **Status**. Click **Remove** to delete a goal or **Add** to create another goal. Click **Next** when finished.  
*Note: Ensure that goals are specific, measurable, achievable, relevant, and time-bound.*

**Goal Setting**

Together, the faculty member and associate dean/director should agree on a minimum of three goals for the remainder of the academic year. These goals will be reviewed for completion as part of the year's annual faculty performance appraisal. Goals should be related to the major areas of teaching, service, and professional development.

Utilize the SMART goal-setting approach with goals that are specific, measurable, achievable, relevant, and time-bound.

Add Existing

Goal

Description

Due Date

Category

Status

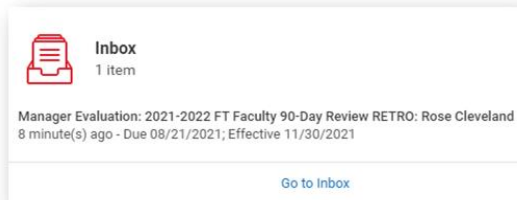
12. Review and **Submit** the 90-day review.



### FACULTY MEMBER: REVIEW

From the **Home** page:

1. Launch the 90-day review from your **Inbox**.



2. Click **Get Started** to look at the review.



3. Review the **Manager's Evaluation**. When finished, click **Next**.



**Provide Employee Review Comments**  
Manager Evaluation:  
2021-2022 FT Faculty 90-Day Review RETRO: Rose Clevea...  
Actions  
09/01/2021 - 11/30/2021  
Evaluated By:

**Summary**  
Acknowledgement

**Summary**

**Teaching**

1 item

Competency	Description	Manager Evaluation
TEACHING	Consider these performance indicators when providing a rating for teaching. <ul style="list-style-type: none"><li>Facilitates learning through effective preparation and organization of course information.</li><li>Provides students with the fundamental body of knowledge of his/her discipline and remains current ineffective methods of instruction.</li><li>Teaches students to apply knowledge and demonstrate understanding-Provides clear student learning outcome expectations.</li><li>Employs current materials in classroom presentations and learning experiences.</li><li>Uses teaching and learning methods that are appropriate</li></ul>	Rating M  Meets the Expected Level of Performance (continuation recommended)  Comment Comment

Turn on the new tables view

Back Next Close

4. Select the appropriate **Status**. You also have the option to add a **Comment**. When finished, click **Submit**.

**Provide Employee Review Comments**  
Manager Evaluation:  
2021-2022 FT Faculty 90-Day Review RETRO: Rose Clevea...  
Actions  
09/01/2021 - 11/30/2021  
Evaluated By:

**Summary**  
Acknowledgement

**Summary**

**Teaching**

1 item

Competency	Description	Manager Evaluation
TEACHING	Consider these performance indicators when providing a rating for teaching. <ul style="list-style-type: none"><li>Facilitates learning through effective preparation and organization of course information.</li><li>Provides students with the fundamental body of knowledge of his/her discipline and remains current ineffective methods of instruction.</li><li>Teaches students to apply knowledge and demonstrate understanding-Provides clear student learning outcome expectations.</li><li>Employs current materials in classroom presentations and learning experiences.</li><li>Uses teaching and learning methods that are appropriate</li></ul>	Rating M  Meets the Expected Level of Performance (continuation recommended)  Comment Comment

Turn on the new tables view

Back Next Close



**Employee**

Status \* ✕ I have reviewed and discussed this appraisal with my supervisor...

Comment Normal ▼ | **B** *I* U ▲ ☰ 🔗

Add comments here|

## MANAGER: FINALIZE THE REVIEW

From the **Home** page:

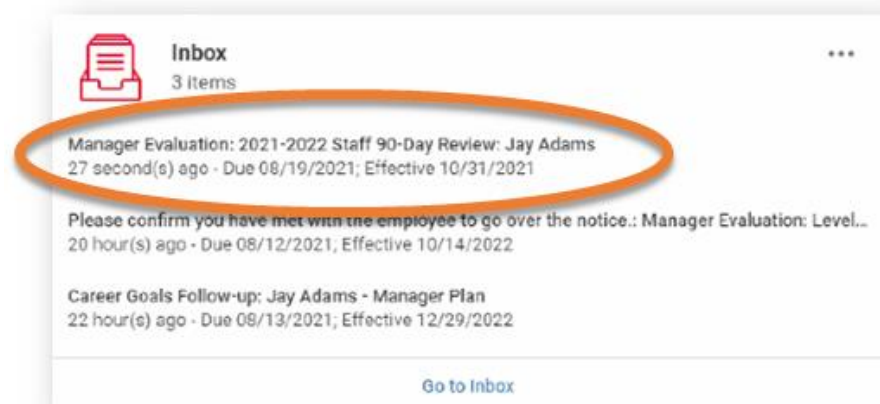
1. Launch the 90-day review from your **Inbox**. Click **Get Started**.
2. Click through to the end of the review.
3. Review comments provided by the faculty member, if any.
4. Select the **Status** from the drop-down menu and click **Submit**. The review process is now complete. *Note: If you have given an overall rating of Improvement Needed, you must contact HR to establish a performance improvement plan (PIP) for the faculty member.*

## 90-DAY REVIEW FOR FULL-TIME STAFF

### MANAGER: ADD NOTES AT 30 DAYS

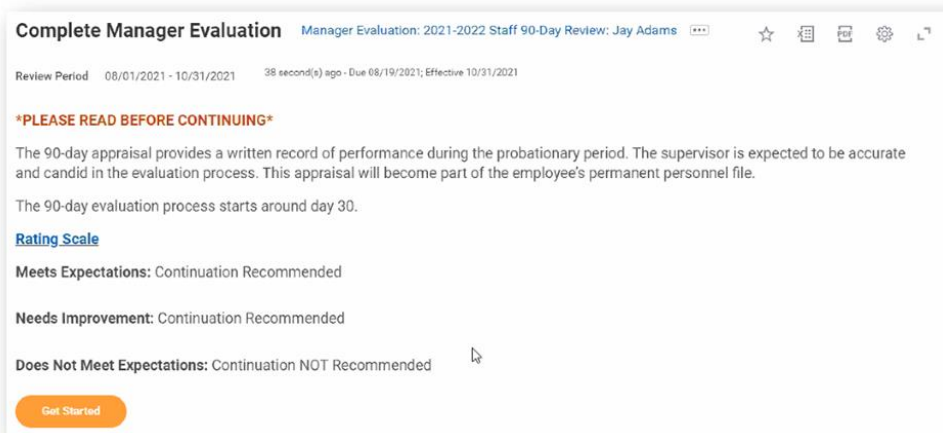
From the **Home** page:

1. Launch the 90-day review from your **Inbox**.

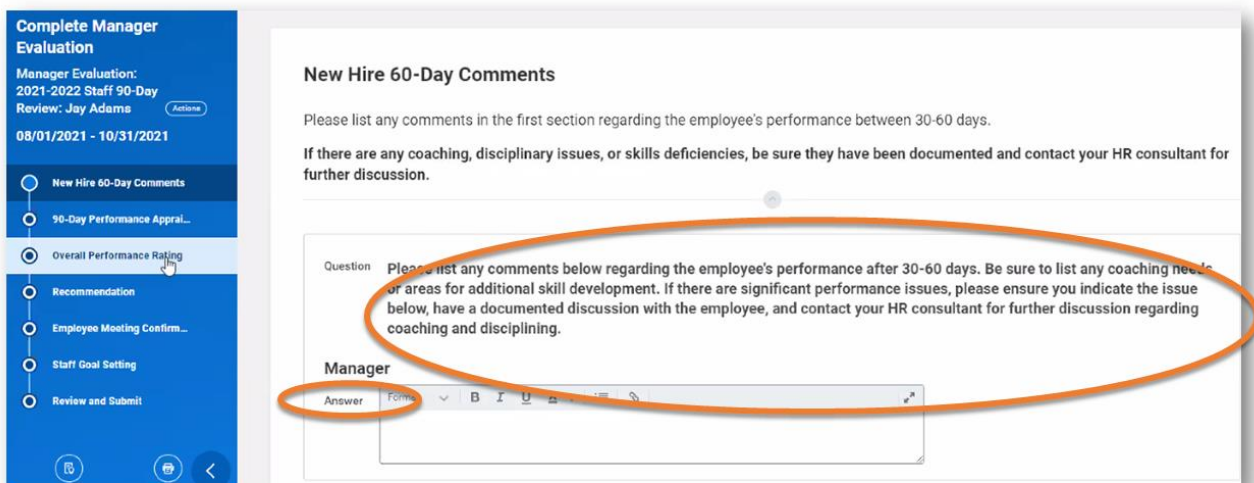


2. Click **Get Started**.





3. Conduct a face-to-face meeting with the staff member to discuss performance at the 30-day mark. Provide summary comments in the **Answer** box. Click **Save for Later**. **Note:** If you have significant attendance, behavioral, or performance issues, please contact your HR consultant immediately.



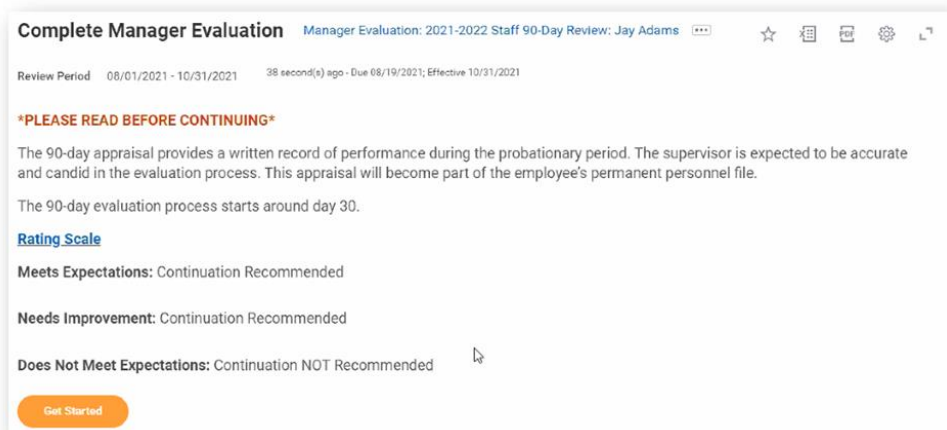
MANAGER: ADD NOTES AT 60 DAYS

From the **Home** page:

1. Launch the 90-day review from your **Inbox**. You may need to scroll to locate the review.



2. Click **Get Started**.



3. Conduct a face-to-face meeting with the staff member to discuss performance at the 60-day mark. Provide summary comments in the **Answer** box below the comments provided at 30 days. Be sure to clearly differentiate between 30-day and 60-day comments. Click **Save for Later**. Note: If you have significant attendance, behavioral, or performance issues, please contact your HR consultant immediately.



**Complete Manager Evaluation**

Manager Evaluation:  
2021-2022 Staff 90-Day  
Review: Jay Adams Action

08/01/2021 - 10/31/2021

- New Hire 60-Day Comments
- 90-Day Performance Appral...
- Overall Performance Rating
- Recommendation
- Employee Meeting Confirm...
- Staff Goal Setting
- Review and Submit

### New Hire 60-Day Comments

Please list any comments in the first section regarding the employee's performance between 30-60 days.

If there are any coaching, disciplinary issues, or skills deficiencies, be sure they have been documented and contact your HR consultant for further discussion.

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**Question** Please list any comments below regarding the employee's performance after 30-60 days. Be sure to list any coaching needs or areas for additional skill development. If there are significant performance issues, please ensure you indicate the issue below, have a documented discussion with the employee, and contact your HR consultant for further discussion regarding coaching and disciplining.

**Manager**

Answer

**30-day Comments:** Enter comments after 30 days here

**60-day Comments:** Enter comments after 60 days here

## MANAGER: COMPLETE THE 90-DAY REVIEW

The 90-day review should be started on day 70. The overall process, including the meeting and acknowledgements, should be completed by day 75.

From the **Home** page:

1. Launch the 90-day review from your **Inbox**. You may have to scroll to locate the item.



2. Click **Get Started**.



**Complete Manager Evaluation** Manager Evaluation: 2021-2022 Staff 90-Day Review: Jay Adams

Review Period 08/01/2021 - 10/31/2021 38 second(s) ago - Due 08/19/2021; Effective 10/31/2021

**\*PLEASE READ BEFORE CONTINUING\***

The 90-day appraisal provides a written record of performance during the probationary period. The supervisor is expected to be accurate and candid in the evaluation process. This appraisal will become part of the employee's permanent personnel file.

The 90-day evaluation process starts around day 30.

**Rating Scale**

**Meets Expectations:** Continuation Recommended

**Needs Improvement:** Continuation Recommended

**Does Not Meet Expectations:** Continuation NOT Recommended

Get Started

3. Review the comments made at 30 and 60 days. Click **Next**.

**Complete Manager Evaluation**  
Manager Evaluation: 2021-2022 Staff 90-Day Review: Jay Adams  
08/01/2021 - 10/31/2021

- New Hire 60-Day Comments
- 90-Day Performance Appral...
- Overall Performance Rating**
- Recommendation
- Employee Meeting Confirm...
- Staff Goal Setting
- Review and Submit

**New Hire 60-Day Comments**

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**Question** Please list any comments below regarding the employee's performance after 30-60 days. Be sure to list any coaching needs or areas for additional skill development. If there are significant performance issues, please ensure you indicate the issue below, have a documented discussion with the employee, and contact your HR consultant for further discussion regarding coaching and disciplining.

**Manager**

**Answer**

30-day Comments: Enter comments after 30 days here  
60-day Comments: Enter comments after 60 days here

4. Provide **Ratings** and **Comments** for **Attendance, Behavior, Performance, Core Values,** and **Policies and Procedures.** Click **Next**.



**Complete Manager Evaluation**  
Manager Evaluation:  
2021-2022 Staff 90-Day  
Review: Jay Adams Logout  
08/01/2021 - 10/31/2021

- New Hire 60-Day Comments
- 90-Day Performance Appral...**
- Overall Performance Rating
- Recommendation
- Employee Meeting Ceasim...
- Staff Goal Setting
- Review and Submit

**Meets Expectations:** Continuation Recommended  
**Needs Improvement:** Continuation Recommended  
**Does Not Meet Expectations:** Continuation NOT Recommended

**Comments are required to justify all ratings of "Needs Improvement" and "Does Not Meet Expectations."**

**Note:** The system may permit you to advance to the next section; however, the review cannot be submitted without providing comments as required above.

Competency	Description	Manager Evaluation
Attendance	Punctual, dependable, notifies management of any variances	<p>Rating *</p> <p>Search</p> <p><input type="radio"/> Meets Expectations</p> <p><input type="radio"/> Needs Improvement</p> <p><input type="radio"/> Does Not Meet Expectations</p>
Behavior	Professional, ethical, attitude, considerate	<p>Rating *</p> <p>Comment *</p>
Performance	Completes tasks, meets deadlines.	<p>Rating *</p>

Competency	Description	Manager Evaluation
Demonstrates Core Values	Learning, service and involvement, creativity and innovation, academic excellence, dignity and respect, integrity	<p>Rating *</p> <p>Search</p> <p><input checked="" type="radio"/> Meets Expectations</p> <p>Meets Expectations - Continuation recommended</p> <p>Comment *</p> <p>Comments here</p>
Policies and Procedures	Adheres to Collin College policies and procedures	<p>Rating *</p>

Rating \*

Meets Expectations

Meets Expectations - Continuation recommended

Comment \*

Comments here



- Indicate **Rating** and provide **Comment** for overall performance. Click **Next**. **Note: If you anticipate giving an overall rating of Improvement Needed, immediately notify HR prior to meeting with the faculty member.**

- Indicate whether you recommend continuation of employment. Click **Next**.

- When you reach the **Employee Meeting Confirmation** page, click **Save for Later**. Schedule a meeting to go over the review with the staff member. Print the review or open the review on a shared screen. During the meeting, discuss the review and establish goals for the remainder of the annual appraisal period.



**Complete Manager Evaluation**  
 Manager Evaluation:  
 2021-2022 Staff 90-Day  
 Review: Jay Adams  
 08/01/2021 - 10/31/2021

**Employee Meeting Confirmation**

Before submitting the review, the supervisor is expected to schedule and conduct a performance review meeting with the employee to discuss the performance appraisal.

1. Exit the review. Do not click "Submit."
2. Print two copies of this review and bring them to the meeting.
3. During the meeting, go over the entire review, provide feedback, and address any employee concerns.
4. Hit the "Next" button at the bottom of the screen to set goals. Together, the employee and supervisor should agree on a minimum of three goals for the year. These goals should be updated throughout the year and will be reviewed as part of the annual performance appraisal. The supervisor is responsible for adding the goals prior to submitting the review.
5. Make any final necessary changes to the review online with the employee.
6. In the presence of the employee, the supervisor should click "Submit." **Once submitted, the review can no longer be modified.**
7. The employee should log in within one to three business days to review, acknowledge, and submit the evaluation.
8. The supervisor will receive a final inbox item to acknowledge completion of the process.

Question Have you scheduled a meeting to conduct the performance review with the employee?

**Manager**  
 Rating \* select one

**Manager Summary**

Rating

Back Next Save for Later Close

8. After meeting with the staff member, launch the review from your **Inbox**. Navigate back to the **Employee Meeting Confirmation** page. Indicate that you have met with the faculty member by selecting **Yes** from the **Rating** menu. Click **Next**.

**Complete Manager Evaluation**  
 Manager Evaluation:  
 2021-2022 Staff 90-Day  
 Review: Jay Adams  
 08/01/2021 - 10/31/2021

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7. The employee should log in within one to three business days to review, acknowledge, and submit the evaluation.
8. The supervisor will receive a final inbox item to acknowledge completion of the process.

Question Have you scheduled a meeting to conduct the performance review with the employee?

**Manager**  
 Rating \* Yes

**Manager Summary**

Rating

Back Next Save for Later Close



9. Click **Add** to create goals for the remainder of the appraisal period.

10. Enter the goal summary in the **Goal** text box. Provide additional details under **Description**, if needed. Determine the goal **Due Date**, considering the performance appraisal period. Select the appropriate staff goal **Category**. Do not enter a **Status**. Click **Remove** to delete a goal or **Add** to create another goal. Click **Next** when finished.  
*Note: Ensure that goals are specific, measurable, achievable, relevant, and time-bound.*

11. Review and **Submit** the 90-day review.





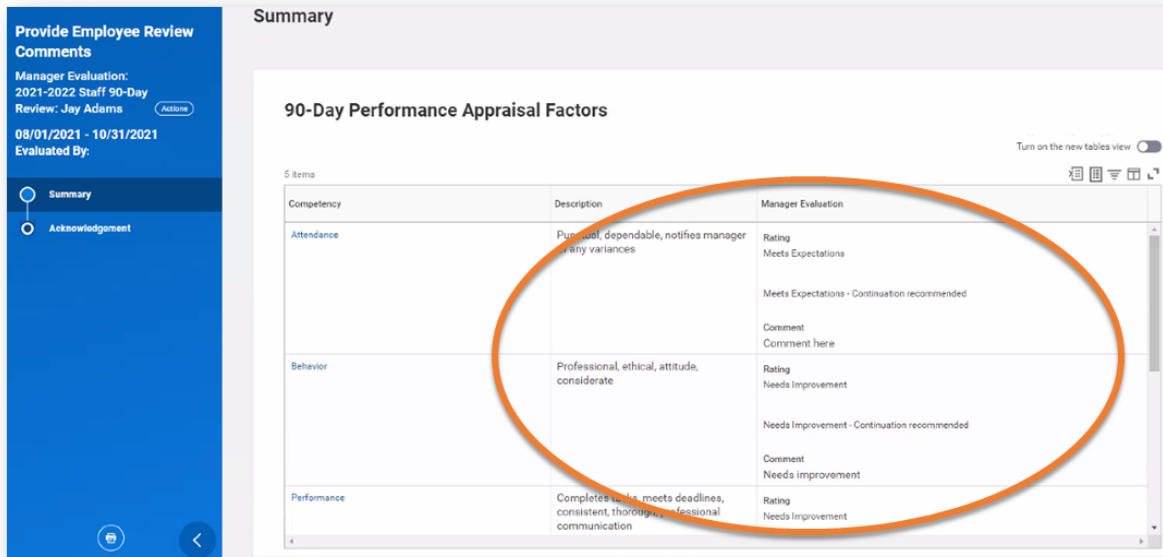
### STAFF MEMBER: REVIEW

From the **Home** page:

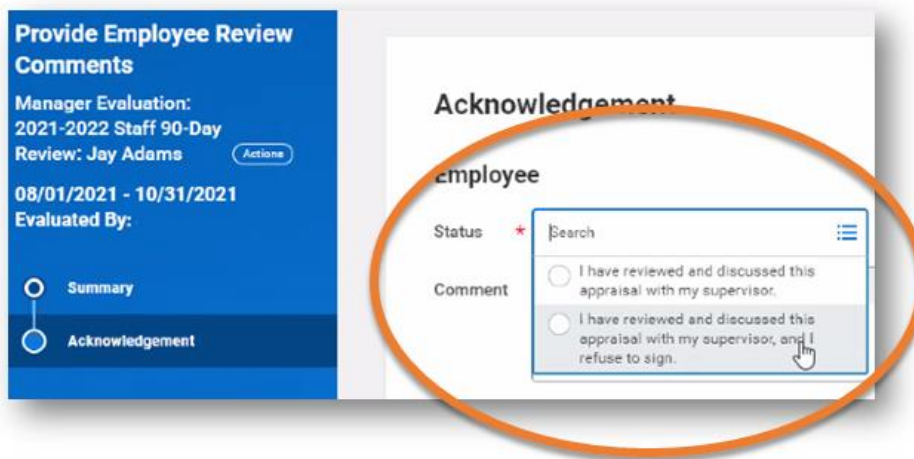
1. Launch the 90-day review from your **Inbox**.

The screenshot shows a Workday interface. At the top, there is an 'Inbox' card with a red envelope icon, the text 'Inbox 6 Items', and a three-dot menu icon. Below the inbox card, a notification reads: 'Manager Evaluation: 2021-2022 Staff 90-Day Review: Jay Adams 18 second(s) ago - Due 08/14/2021; Effective 10/31/2021'. Below this is a modal window titled 'Provide Employee Review Comments' with a three-dot menu icon. The modal content includes: 'Manager Evaluation: 2021-2022 Staff 90-Day Review RETRO:', 'Evaluated By' (with a three-dot menu icon), '18 second(s) ago - Due 08/28/2021; Effective 08/31/2022', 'Review Period 09/01/2021 - 08/31/2022', and the instruction 'Please confirm you have reviewed, discussed this appraisal, and set goals with your supervisor or reviewer.' At the bottom of the modal is an orange 'Get Started' button.

2. Click **Get Started**.
3. Review the **Manager's Evaluation**. When finished, click **Next**.



5. Select the appropriate **Status**. You also have the option to add a **Comment**. When finished, click **Submit**.



### MANAGER: FINALIZE THE REVIEW

From the **Home** page:

1. Launch the 90-day review from your **Inbox**. Click **Get Started**.



### Provide Manager Review Comments

Manager Evaluation: 2021-2022 Staff 90-Day Review: Jay Adams ...

Evaluated By

25 second(s) ago - Due 08/14/2021; Effective 10/31/2021

Review Period 08/01/2021 - 10/31/2021

Please confirm you have met, reviewed the appraisal, and set goals with the employee.



2. Click through to the end of the review.
3. Review comments provided by the staff member, if any.
4. Select the **Status** from the drop-down menu and click **Submit**. The review process is now complete. *Note: If you have given an overall rating of Needs Improvement or Does Not Meet Expectations, contact HR immediately.*

**Provide Manager Review Comments**

Manager Evaluation: 2021-2022 Staff 90-Day Review: Jay Adams ...

08/01/2021 - 10/31/2021

Evaluated By:

- Summary
- Acknowledgement**

#### Acknowledgement

<p><b>Manager</b></p> <p>Status <span>+</span> Search <input type="text"/></p> <p>Comment <input type="text" value="Yes, I have met and reviewed my assessment with the employee."/></p>	<p><b>Employee</b></p> <p>Status I have reviewed and discussed this appraisal with my supervisor, and I refuse to sign.</p> <p>Comment Comments here</p> <p>Acknowledged By Jay Adams</p> <p>Acknowledgement Date 08/12/2021 09:15 AM</p>
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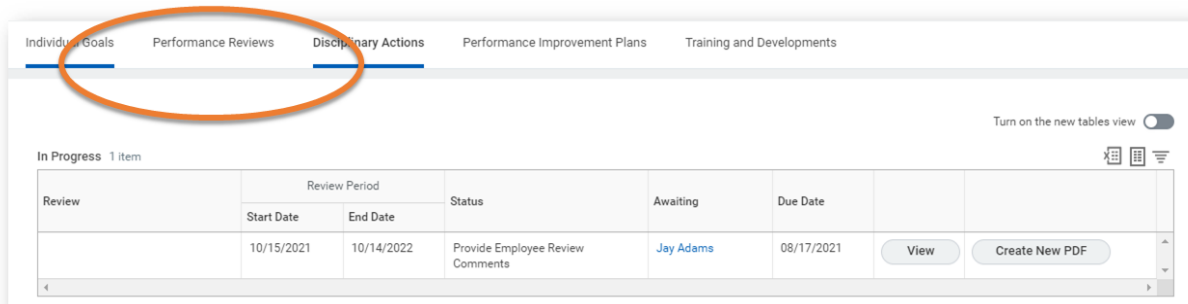
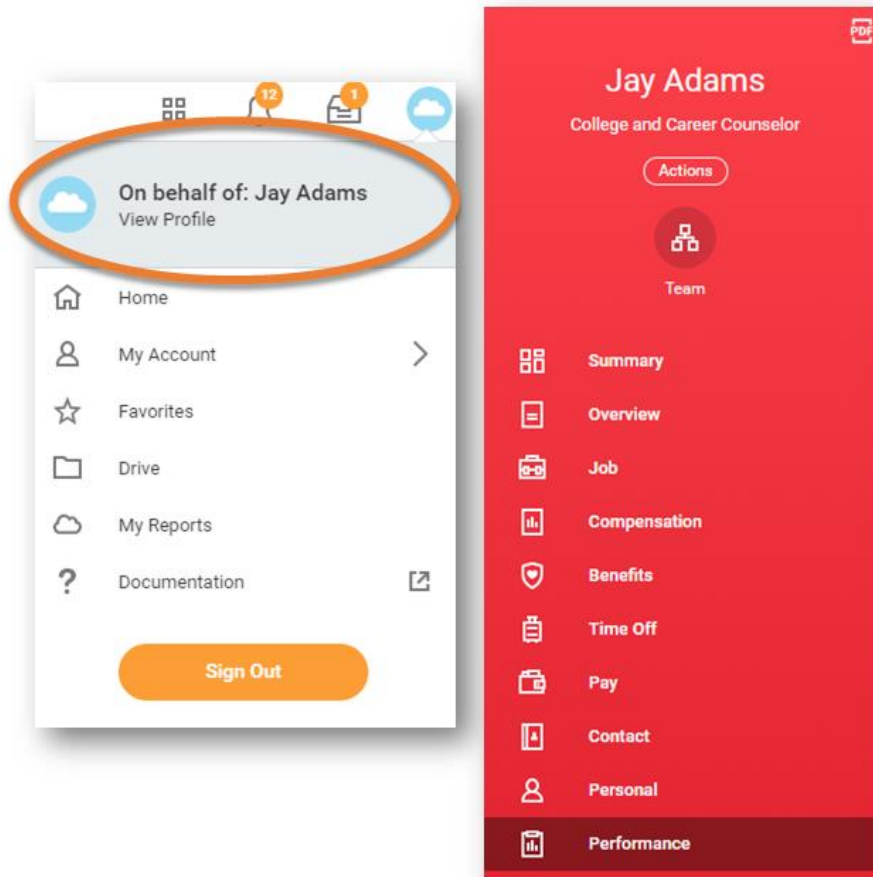
## VIEW COMPLETED PERFORMANCE REVIEW

### EMPLOYEE VIEW

From the **Home** page:

Click the cloud and select **View Profile**.

1. Select **Performance** (you may need to click **More**).
2. Click the **Performance Reviews** tab.
3. Click **View**.



### MANAGER VIEW

From the **Home** page:

Click **My Team**.

1. Select the **employee's name**.
2. Click **Performance**.
3. Click the **Performance Reviews** tab.



4. Click **View**.

The screenshot shows the Workday Performance Reviews interface. At the top, there are four icons: Expenses, Pay, Budget, and My Team. The My Team icon is circled in orange. Below it is a dropdown menu with options: Job, Compensation, Benefits, Time Off, Pay, Contact, Personal, and Performance. The Performance option is highlighted. To the left, there is a card for Jay Adams. Below the main interface, there is a table with the following data:

Review	Review Period		Status	Awaiting	Due Date	View	Create New PDF
	Start Date	End Date					
	10/15/2021	10/14/2022	Provide Employee Review Comments	Jay Adams	08/17/2021		



Click the **Go to Guided Editor** button for a guided walkthrough of the process, or click **Go to Summary Editor** for a summarized process.