90-Day Review Manager/Employee

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.





90-Day Review



Complete Manager Evaluation Manager Evaluation: 2021-2022 FT Faculty 90-Day Review RETRO: Rose Cleveland	\sim	XII	PDF	63	
	A		-	600	٦.
Review Period 09/01/2021 - 11/30/2021 0mmute(a) ago - Due 08/26/2021; Effective 11/30/2021					- 1
INSTRUCTIONS					- 1
The primary purpose of the performance appraisal process at Collin College is to maintain high-quality educational programs. The process focuses on the profess ment of each faculty member as an individual in relation to the position description, standards of excellence, and divisional and institutional goals and priorities.	ional g	rowth	and d	evelop	1
The performance appraisal process is also considered when determining contractual status, including renewal, non-renewal, the awarding of multi-year contracts, formance appraisal process provides an opportunity for open and honest communication between the full-time faculty member and supervisor. The performance with the 90-day evaluation, completed using the criteria on this form, and continues annually with the faculty performance appraisal. Conducted in an atmosphere the performance appraisal process offers a growth experience for all college full-time faculty.	and te apprai of mu	rminat sal pro tual tru	ion. Tł cess k ist and	ie per- egins respe	ct,
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 rating from the drop-down box to indicate the individual's performance for each criterion.	these	rating	s, sele	ct the	
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 wo cessfully, or effectively applies. Performance is fully satisfactory in all major respects.	rds us	ually, f	reque	ntly, su	c-
APROVEMENT NEEDED: Performance is inconsistent or problematic in one or more areas of evaluation, yet continuation of employment is recommended. This rating describes perform- nce 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 accom- any this appraisal to clearly identify specific skills or areas in need of improvement.			n-		
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	o justi	fy ratir	ıgs.		
Get Started					

 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.









Complete Manager Evaluation Manager Evaluation: 2021-2022 FT Faculty 90-Day Review RETRO: Rose Clevela (Actorne) 09/01/2021 - 11/30/2021	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.
New Hire 60-Day Comments	
O Teaching	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 eddi-
O Advising and Supporting St	tional skill development. It mere are significant performance issues, please ensure you indicate the issue below, have a documented discus-
O Professionalism	sion with the employee, and contact your HR consultant for further dis- cussion regarding coaching and disciplining.
Overall Evaluation	
• Employee Meeting Confirm	Manager Answer Format ∨ B I U A ∨ :≣ %
Goal Setting	
Review and Submit	
	Back Next Save for Later Close

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.







90-Day Review



Complete Manager Evaluation Manager Evaluation: 2021-2022 FT Faculty 90-Day Review RETRO: Rose Cleveland •••	\overleftrightarrow	XII	PDF	ŝŝ	e.
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 profess ment of each faculty member as an individual in relation to the position description, standards of excellence, and divisional and institutional goals and priorities.	onal g	rowth	and d	evelop	·
The performance appraisal process is also considered when determining contractual status, including renewal, non-renewal, the awarding of multi-year contracts, formance appraisal process provides an opportunity for open and honest communication between the full-time faculty member and supervisor. The performance with the 90-day evaluation, completed using the criteria on this form, and continues annually with the faculty performance appraisal. Conducted in an atmosphere the performance appraisal process offers a growth experience for all college full-time faculty.	and te apprais of mut	rminat sal pro tual tru	ion. Th cess b ist and	ne per- oegins I respe	:ct,
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 rating from the drop-down box to indicate the individual's performance for each criterion.	these	rating	s, sele	ct the	
Performance Appraisal Ratings M: Meets the Expected Level of Performance (continuation recommended) I: Improvement Needed (continuation recommended; PIP required)					
Verformance 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, suc- sessfully, or effectively applies. Performance is fully satisfactory in all major respects.					IC-
APROVEMENT NEEDED: Performance is inconsistent or problematic in one or more areas of evaluation, yet continuation of employment is recommended. This rating describes perform- nce 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 accom- any this appraisal to clearly identify specific skills or areas in need of improvement.			n-		
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	o justi	fy ratir	ıgs.		
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.*







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.







90-Day Review Manager/Employee



2. Click Get Started.



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





90-Day Review Manager/Employee



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	Teaching					
eview RETRO: Rose Clevela	ESSENTIAL PERFORMANCE FACTORS					
/01/2021 - 11/30/2021	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 aubicele term and pedagogy; courses that meet program and College objectives; sufficient opportunity for out-of-class contact between instructors and twittents demonstrated effort to leave course romet neurore use of acronovation methods on feedback and student assessment.					
) Teaching	Scholarly work and accomplishments in instru development and improvement of curriculum.	ctional activities may take on a variety of forms, including guiding i	independent learning activities and student creative performance, interdepartmental collaboration with colleagues, and			
) Advising and Supporting St	TEACHING					
Professionalism	Consider these performance indicators when	providing a rating for teaching.				
Overall Evaluation	Facilitates learning through effective prep	paration and organization of course information.	the methods of instruction			
Employee Meeting Confirm	Teaches students to apply knowledge and	d demostrate understanding.	tive metrods of instruction.			
Goal Setting	 Provides clear student learning outcome Employs current materials in classroom p 	expectations. presentations and learning experiences.				
Review and Submit	Uses teaching and learning methods that are appropriate for the discipline. Employs effective evaluation techniques and provides menningful Keeback to students. Other: (Associate dean/director may provide information not covered in the above list)					
	1 item		II • 1			
	Competency	Description	Manager Evaluation			
	TEACHING	Consider these performance indicators when providing a rating for teaching.	Rating *			
		 Facilitates learning through effective preparation and organization of course information. 	Ξ			
		 Provides students with the fundamental body of knowledge of his/her discipline and remains current ineffective methods of instruction. 	Comment *			
		 leaches 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 subderts. Other (Associate Dear/Director may provide information not covered in the above (ist) 				
8 0 <	4		٠ •			
	Back Next Save for Later	Close				







Manager/Employee

Competency	Description	Manager Evaluation	
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. Provid es clear student learning outcome expectations. Employs current materials in classroom presentations 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 ahove list) 	Rating *	

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

uation				
	ESSENTIAL PERFORMANCE FACTORS			
ger Evaluation: -2022 FT Faculty 90-Day w RETRO: Rose Clevela	The most important responsibility of indi availability to assist students inside and requirements of programs within the disc	ividual faculty is to enhance the student learning outside of the class; advertising and maintaining cipline; and being knowledgeable, able to explain,	experience. Successful support of students encompasses approach office hours; being informed about the degree, certificate, and trans and willing to refer to academic and non-academic college resource	iability and fer es.
1/2021 - 11/30/2021	ADVISING AND SUPPOPTING STUDENT	s		
	Consider these performance indicators v	when providing a rating for advising and supporting	a students.	
New Hire 60-Day Comments	. Understands surrent series and sur		transfer information within the dissipline and provides timely and	
Teaching	tailored advice to students.	neulum options, degree requirements, and course	a transier information within the discipline and provides timely and	
	 Helps students with education-base 	ed problems and/or directs students to appropria	e college resources.	
Advising and Supporting St	 Assists students in accessing approximation 	opriate college and community resources for non	educational problems.	
Professionalism	Is available to and approachable by Other: (Associate deep/director ma	students.	*)	
	Other: (Associate dean/director ma	y provide information not covered in the above is	0	
Overall Evaluation				
Employee Meeting Confirm	1 item			
Goal Setting	Competency	Description	O M	
	ADVICTING AND CLIDDODTING CTUDENTS	Consideration and the second second	01	
Review and Submit		providing a rating for advising and supporting		
		students.	Search	
		Understands current career and	Comment *	
		curriculum options, degree requirements, and course transfer		
		information within the discipline and provides timely and tailored advice to		
		 Helps students with education-based 		
		problems and/or directs students to appropriate college resources.		
		 Assists students in accessing appropriate college and community 		
		Is available to and approachable by		
		Other: (Associate Dean/Director may provide information part covered in the		
(6) (2)		above list)		
	Back Next Save for Late	er Close		





90-Day Review Manager/Employee

Competency	Description	Manager Evaluation	
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)	Rating *	*
4			P

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

Complete Manager	Professionalism					
Evaluation <u>Manager Evaluation:</u> 2021 2022 ET Example: 90 Days	POLICIES, PROCEDURES, AND TIMELINES; PROFESSIONAL INTERACTION Consider these performance indicators when providing a rating for professionalism.					
Review RETRO: Rose Clevela	 Interacts professionally and courteously appropriate. 	 Interacts professionally and courteously with students, full-time faculty, and staff, including advising and assisting adjunct faculty when required or appropriate 				
09/01/2021 - 11/30/2021	Performs duties and responsibilities in ac Meets time lines for assigned work. Provides timely notice for substitutes and	cordance with established policies, pro	cedures, and departmental expectations.			
O New Hire 60-Day Comments	Meets classes as scheduled and holds re Participates in divisional and department Advases to colling classes relates	gular office hours. al meetings.				
O Advising and Supporting St	Adheres to Collin College's core values. Other: (Associate dean/director may prov	ide information not covered in the above	e list)			
Professionalism		<u>^</u>				
Overall Evaluation	1 item			. .		
O Employee Meeting Confirm	Competency	Description	Manager Evaluation			
O Goal Setting	PROFESSIONALISM	Consider these performance indicators when providing a rating for professionalism.	Rating *			
Review and Submit		 Interacts professionally and courteously with students, FT faculty, and staff, including advising and assisting adjunct faculty when regulad or appropriate, accordance with satabilished policies, spocedures, and desattmental 	Comment *			
) (a) (a)		expectations. Meets time lines for assigned workProvides timely notice for substritutes and class's checkled changes. Meets classes as scheduled and holds regular office hoursParticipates in divisional and departmental meetings. Adheres to Collin College's core valuesOther (Associate Dear Director may provide information not covered in the above list)				
	Back Next Save for Later	Close		>		





90-Day Review

Manager/Employee

Competency	Description	Manager Evaluation
PROFESSIONALISM 4	 Consider these performance indicators when providing a rating for professionalism. Interacts professionally and courteously with students, FT 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. Artheres to Collin Collande core 	Rating *

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	Overall Evaluation			
Manager Evaluation: 2021-2022 FT Faculty 90-Day Review RETRO: Rose Clevela	OVERALL EVALUATION Select the overall appraisal rating which best describes a summary of the ratings and comments.			
(Actions) 09/01/2021 - 11/30/2021	Performance Appraisal Ratings M: Meets the Expected Level of Performance (continuation recommended) I: Improvement Needed (continuation recommended; PIP required)			
O New Hire 60-Day Comments O Teaching	Performance Appraisal Rating Definitions MEETS: Excellence in teaching, responsible participation in college service, and active professional growth are expected of FT faculty. One or more of the words usually, frequently, successfully, or effectively applies. Performance is fully satisfactory in all major respects.			
Advising and Supporting St Professionalism	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			
Overall Evaluation	skills or areas in need of improvement.			
Employee Meeting Confirm Goal Setting	Manager			
Review and Submit	Rating * select one v Comment * M I			
	Back Next Save for Later Close			





90-Day Review



8. 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.

Con	nplete Manager	Employee Meeting Confirmation
Eva Man	luation ager Evaluation:	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.
2021 Revi	I-2022 FT Faculty 90-Day ew RETRO: Rose Clevela	1. Exit the review. Do not click "Submit."
Actio	n	2. Print two copies of this review and bring them to the meeting.
09/0	1/2021 - 11/30/2021	
0	New Hire 60-Day Comments	3. During the meeting, go over the entire review, provide reeaback, and address any facuity member concerns.
Ĭ		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
•	Teaching	academic year. These goals should be updated infoughout 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.
•	Advising and Supporting St	5 Make any final necessary channes to the review online with the faculty member
0	Professionalism	
	Overall Evaluation	b. In the presence of the facuity member, the supervisor should click "Submit." Unce 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.
	Employee Meeting Confirm_	8. The supervisor will receive a final inhor item to acknowledge completion of the process
Ó	Coal Setting	o. The supervisor will receive a minum tox term to demonstrate completion of the process.
	Review and Submit	
		Question Have you scheduled a meeting to conduct the performance review with the employee?
		Manager
		Rating * selectone v
		Manager Summary
		Handy Cannut,
		Back ext Save for Later Close





90-Day Review



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**.

Com	plete Manager	Employee Meeting Confirmation
Eval Mana	uation ger Evaluation:	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.
2021- Revie	-2022 FT Faculty 90-Day w RETRO: Rose Clevela	1. Exit the review. Do not click "Submit."
Action		2. Print two copies of this review and bring them to the meeting.
09/01	/2021 - 11/30/2021	2. During the meeting, no over the entire review, provide feedback, and address any faculty member concerns
<u>o</u>	New Hire 60-Day Comments	or builty the meeting, go over the entire revents provide receasing and subjects any neuroscient concerns.
•	Teaching	4. Int the Yext button at the bottom of the screen to set goals. Logether, 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.
•	Advising and Supporting St	5. Make any final necessary changes to the review online with the faculty member.
•	Professionalism	6. In the presence of the faculty member, the supervisor should click "Submit." Once submitted, the review can no longer be modified.
•	Overall Evaluation	7. The faculty member should log in within one to three business days to review, acknowledge, and submit the evaluation.
0	Employee Meeting Confirm	8. The supervisor will receive a final inbox item to acknowledge completion of the process.
•	Goal Setting	
Ó	Review and Submit	
		Question Have you scheduled a meeting to conduct the performance review with the employee?
		Manager
		Rating * select one
	6 🔿 <	selectone Microger Ves
		Pack 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.*

Con Eva	nplete Manager luation	
Mana 2021 Revie Action 09/0	ager Evaluation: -2022 FT Faculty 90-Day w RETRO: Rose Clevela) 1/2021 - 11/30/2021	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.
0	New Hire 60-Day Comments	Utilize the SMART goal-setting approach with goals that are specific, measurable, achievable, relevant, and time-bound.
0	Advising and Supporting St	Add
0	Overall Evaluation	
0	Employee Meeting Confirm	Back Next Save for Later Close







- Manager/Employee
- 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.

ilize the SMA	RT goal-s	etting	appr	oach	ı wit	h go	bals	that are	specific,	measura	able, achi	ievable,	relevar	it, and ti	me-bou
Add Existing							=								
Goal *	Format	∨∣В	I	Ū	A	~	:	S					к ³⁶		
Description	Format	~ В	I	Ū	A	~	:	S					Me SH		
Due Date M	M/DD/YYYY	Ē													
Category						:=)								
							J								
Remove															

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





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.

Actions Archive	Provide Employee Review Comments
Viewing: All Viewing: All	Manager Evaluation: 2021-2022 FT Faculty 90-Day Review RETRO: Rose Cleveland
Manager Evaluation: 2021-2022 FT Faculty 90-D: Review RETRO: Rose Cleveland 13 minute(s) ago - Due 08/21/2021; Effective 11/30/2021	Evaluated By 13 minute(s) ago - Due 08/21/2021; Effective 11/30/2021 C Review Period 09/01/2021 - 11/30/2021
	Please confirm you have reviewed and discussed this appraisal with the associate dean/director.

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





90-Day Review Manager/Employee

Provide Employee Review Comments	Summary		
2021-2022 FT Faculty 90-Day Review RETRO: Rose Clevela (Actions)	Teaching		
Evaluated By:	1 item		ium on the new tables view し 通 田 東 田 こ
Summary	Competency	Description	hanager Evaluation
Acknowledgement	TEACHING	Consider these performance indica ors when providing a rating for teaching. • Facilitates learning through effective preparation and organization of course information. • Provides atudents with the fundamental body of knowledge of his/herd discipline and remains current ineffective methods of instruction. • Teaches students to apply knowledge and Ain/Her discipline and remains current ineffective methods of instruction. • Teaches students to apply knowledge and demonstrate u nderstanding. "Provides clear student learning outcome expectations. • Employs current materials in classroom presentations and learning experiences. • Uses tasching and learning methods that are appropriate	Rating M Meets the Expected Level of Performance (continuation recommended) Comment Comment
	Back	xt 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:	Summary		
2021-2022 FT Faculty 90-Day Review RETRO: Rose Clevela Action 09/01/2021 - 11/30/2021 Evaluated By:	Teaching		Turn on the new tables view
Summary	1 item	Description	XIII III III III L'
Acknowledgement	TEACHING	Consider these performance indic ors 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 courrent ineffective methods of instruction. • Teaches students to apply knowledge and demonstrate u nderstanding. Provides clear student learning outcome expectations. • Employs current materials in clearson gresentations and learning experiences. • Uses tasching and learning methods that are appropriate	Rating M Meets the Expected Level of Performance (continuation recommended) Comment Comment
	Back	xt Close	









Status *	★ I have reviewed and discussed this appraisal with my	
Comment	Normal V B I U A V III S	
	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.







 Conduct a face-to-face meeting with the staff member to discuss performance at the 30day 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.

Complete Manager Evaluation	
Manager Evaluation: 2021-2022 Staff 90-Day Review: Jay Adams (Actions)	New Hire 60-Day Comments
08/01/2021 - 10/31/2021	If there are any coaching, disciplinary issues, or skills deficiencies, be sure they have been documented and contact your HR consultant for
New Hire 60-Day Comments	further discussion.
90-Day Performance Apprai	
Overall Performance Rating	Question Please inst any comments below regarding the employee's performance after 30-60 days. Be sure to list any coaching needs
Recommendation	or areas for additional skill development. If there are significant performance issues, please ensure you indicate the issue
Employee Meeting Confirm	coaching and disciplining.
O Staff Goal Setting	Manager
Review and Submit	Answer Form V B I U av = 0
 (a) (b) (c) (c)	

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.



 Conduct a face-to-face meeting with the staff member to discuss performance at the 60day 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.





90-Day Review

Manager/Employee

Complete Manager Evaluation Manager Evaluation: 2021-2022 Staff 90-Day Review: Jay Adams 08/01/2021 - 10/31/2021	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
New Hire 60-Day Comments	further discussion.
90-Day Performance Apprai	
Overall Performance Rating	Question Please list any comments below regarding the employee's performance after 30-60 days. Be sure to list any coaching needs
O Recommendation	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
Employee Meeting Confirm	coaching and disciplining.
• Staff Goal Setting	Manager
Review and Submit	Answer F A \forall B I U A \lor $ $ \equiv $ $ \otimes $ $
() () () () () () () () () () () () () (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.

3 items						
Manager Evaluation: 2021-2022 Staff 90-Day Review: Jay Adams 27 second(s) ago - Due 08/19/2021; Effective 10/31/2021						
Please confirm you have met with the employee to go over the notice.: Manager Evaluation: Level 20 hour(s) ago - Due 08/12/2021; Effective 10/14/2022						
Career Goals Follow-up: 22 hour(s) ago - Due 08/	Jay Adams - Manager Plan 13/2021; Effective 12/29/2022					
	Go to Inbox					

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: Starled								
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 Cet Started								

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

Con Eva Man 2021 Revie 08/0	nplete Manager luation ager Evaluation: 1-2022 Staff 90-Day www.Jay Adams cetow 11/2021 - 10/31/2021	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 decumeine
9	New Hire 60-Day Comments	
•	90-Day Performance Apprai	
۲	Overail Performance Rating	Question Please list any comments below regarding the employee's performance after 30-60 days. Be sure to list any coaching needs
•	Recommendation	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
•	Employee Moeting Confirm	coaching and disciplining.
0	Staff Goal Setting	Manager
o	Review and Submit	Answer Format V B I U A V III N 2
		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-bay Review: Jay Adams 08/01/2021 - 10/31/2021	Meets Expectations: Contin Needs Improvement: Contin Does Not Meet Expectation Comments are required to j Note: The system may perm required above.	uation Recommended iuation Recommended s: Continuation NOT Recommended ustify all ratings of "Needs Improvement it you to advance to the next section; ho	t" and "Does Not Meet Expectations." wever, the review cannot be submitted without providing comments as
O New Hire 60-Day Comments			
90-Day Performance Apprai	Competency	Description	Manager Evoluation
O Overall Performance Rating	Attendance	Punctual, dependable, notifies manage or	Rating *
Recommendation		any variances	Search I
Employee Meeting Confirm			Meets Expectations
Staff Goal Setting			Does Not Meet Expectations
O Review and Submit			
	Behavior	Professional, ethical, attitude, considerate	Rating *
			Comment *
6 6			
	Performance	Completes tasks, meets deadlines,	Ratino *

Competency	Description	Manager Evaluation				
Demonstrates Core Values	Learning, eervice and involvement, creativity and innovation, academic excellence, dignity and respect, integrity	Reting * Search Meets Expectations Meets Expectations - Continuation recommended Comment * Comments here				
Policies and Procedures	Adheres to Collin College policies and procedures	Rating ★				

× Meets Expectations	:=
Neets Expectations - Continuation recommended	
Comment \star	





90-Day Review



5. 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.*

Complete Manager Evaluation Manager Evaluation: 2021-2022 Staff 90-Day Review: Jay Adams 08/01/2021 - 10/31/2021	Overall Performance Rating Rating Scale Meets Expectations: Continuation Recommended
New Hire 60-Day Comments 90-Day Performance Apprai Overall Performance Rating	Needs Improvement: Continuation Recommended Does Not Meet Expectations: Continuation NOT Recommended Comments are required to justify an overall rating of "Needs Improvement" or "Does Not Meet Expectations."
Recommendation Employee Meeting Confirm_ Staff Goal Setting Review and Submit	Manager Rating Reds Improvement Rating Description Needs Improvement - Continuation recommended
(i) (ii) (ii) (ii) (ii) (ii) (iii) (

6. Indicate whether you recommend continuation of employment. Click Next.

ndation							
e required to ju	ustify not ree	commending e	employment	continuation.			
o you recomn	nend emplo	yment continu	ation? Pleas	e provide brie	f justificat	tion for your	answer.
ormal v B	I <u>U</u> A	∨ ∷≣ ⊗				R.M.	
	ormal v B	ndation ⇒ required to justify not red o you recommend employ ormal ∨ B I U A	adation ⇒ required to justify not recommending e o you recommend employment continue ormal ∨ B I U A ∨ :≣ %	adation a required to justify not recommending employment of o you recommend employment continuation? Pleas ormal ∨ B I U A ∨ !:≣ %	a required to justify not recommending employment continuation. Image: organized	a required to justify not recommending employment continuation. o you recommend employment continuation? Please provide brief justification ormal ∨ B I U A ∨ III IV IV	a required to justify not recommending employment continuation. o you recommend employment continuation? Please provide brief justification for your ormal ∨ B I U A ∨ := %

7. 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.





90-Day Review



Complete Manager Evaluation						
Manager Evaluation: 2021-2022 Staff 90-Day	Employee Meeting Confirmation					
Review: Jay Adams (Actions) 08/01/2021 - 10/31/2021	Before submitting the review, the supervisor is expected to schedule and conduct a performance review meeting with the employee to discuss the performance appraisal.					
O New Hire 60-Day Comments	1. Exit the review. Do not click "Submit."					
O 90-Day Performance Apprai	2. Print two copies of this review and bring them to the meeting.					
O Overall Performance Rating	3. During the meeting, go over the entire review, provide feedback, and address any employee concerns.					
Recommendation	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 necessible for adding the apple prior to explorition the review.					
Employee Meeting Confirm	5. Make any final necessary changes to the review online with the employee.					
O Staff Goal Setting	, , , , , , , , , , , , , , , , , , , ,					
O Review and Submit	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 *					
	Manager Summary					
	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**.

COLLIN COLLEGE

Complete Manager Evaluation					
Manager Evaluation: 2021-2022 Staff 90-Day	Employee Meeting Confirmation				
teview: Jay Adams (Actions) 18/01/2021 - 10/31/2021	Before submitting the review, the supervisor is expected to schedule and conduct a performance review meeting with the employee to discuss the performance appraisal.				
O New Hire 60-Day Comments	1. Exit the review. Do not click "Submit."				
O 90-Day Performance Apprai	2. Print two copies of this review and bring them to the meeting.				
Overall Performance Rating	3. During the meeting, go over the entire review, provide feedback, and address any employee concerns.				
Recommendation	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 thre goals for the year. These goals should be updated throughout the year and will be reviewed as part of the annual performance appraisal. The screen				
Employee Meeting Confirm	supervisor is responsible for adding the goals prior to submitting the review.				
Staff Goal Setting	5. Make any final necessary changes to the review online with the employee.				
O Review and Submit	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?				
	Rating * select one *				
	Manager Summary				
	Back Next Inter Close				

workday. | EDUCATION

90-Day Review



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

Cor Eva Mar	nplete Manager luation ager Evaluation:	Staff Goal Setting
202 Revi 08/0	1-2022 Staff 90-Day ew: Jay Adams <u>Actiona</u> 11/2021 - 10/31/2021	Together, the employee and supervisor should agree on a minimum of three goals for the fiscal year. These goals should be updated throughout the year and will be reviewed as part of the annual staff performance appraisal.
•	New Hire 60-Day Comments	To help guide your goal setting, keep in mind the S.M.A.R.T. approach. Effective goals are:
0	90-Day Performance Apprai	Specific Measurable
o	Recommendation	Achievable Relevant
0	Employee Meeting Confirm	Time-bound
0	Staff Goal Setting	
•	Review and Submit	Add

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.

Scal	Normal ∨ B Z U A ∨ III % SMART goal here	1
Description	$\begin{array}{c c c c c c c c c c c c c c c c c c c $	1
Due Date Category	08/31/2022 🔄	
Status	select one *	
Manager	(
Comment	Inerval \vee B $I \cup \Delta \vee$ i B \wedge	1
Remove		

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









STAFF MEMBER: REVIEW

From the Home page:

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



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







90-Day Review Manager/Employee

Provide Employee Review Comments	Summary				
Manager Evaluation: 2021-2022 Staff 90-Day Review: Jay Adams Actions 08/01/2001 - 10/21/0021	90-Day Performan	nce Appraisal I	Factors		
Evaluated By:					Turn on the new tables view
	5 items				/= = =
summary	Competency		Description	Manager Evaluation	
O Acknowledgement	Attendance		Pur sual, dependable, notifies manager a any variances	Rating Meets Expectations	Î
				Meets Expectations - Continuation recommended Comment Comment here	
	Behavior		Professional, ethical, attitude, considerate	Rating Needs Improvement Needs Improvement - Continuation recommended	
	Performance		Completes to be meets deadlines,	Comment Needs improvement Rating	
• •	4		consistent, thorougue, seesional communication	Needs Improvement	,•

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

Comments			
Anager Evaluation:	Acknow	ledgement	
leview: Jay Adams (Actions)			
8/01/2021 - 10/31/2021	employee	•	-
valuated By:	Status *	[Search	=
O Summary	Comment	I have reviewed and discussed this appraisal with my supervisor.	
Acknowledgement		 I have reviewed and discussed this appraisal with my supervisor, and I refuse to sign. 	

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 Review Period 08/01/2021 - 10/31/2021	25 second(s) ago - Due 08/14/2021; Effective 10/31/2021				
Please confirm you have met, review	red the appraisal, and set goals with the employee.				
Get Started					

- 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.*

Pro Cor	vide Manager Review nments					
Man 202' Revi	ager Evaluation: -2022 Staff 90-Day ew: Jay Adama (Astone)	Acknow	ledgement			
08/0	1/2021 - 10/31/2021	Manager			Employee	
Eval	lated By:	Status *	ßearch I ≔		Status	I have reviewed and discussed this appraisal with my supervisor, and I refuse to sign.
o	Summary	Comment	Yes, I have met and reviewed my assessment with the employee.	e s	Comment	Comments here
Ó	Acknowledgement				Acknowledged By	Jay Adams
		l l			Acknowledgement Date	08/12/2021 09:15 AM

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.





90-Day Review

Manager/Employee

	## P			Jay College and	Adams Career Counsel	or		
0	On behalf of: Jay Adar View Profile	ms						
ŵ	Home				Team			
8	My Account	>	88	Summary				
☆	Favorites			Overview				
	Drive		6	Job				
0	My Reports			Compens	ation			
?	Documentation	Z	0	Benefits				
			₿	Time Off				
	Sign Out		G	Pay				
-		_		Contact				
			٨	Personal				
			Ē.	Performa	nce			
ndividu ar G	Soals Performance Reviews Dia	scipinary Actions	Performance Im	provement Plans	Training and De	velopments	Turn on the ne	ew tables view
In Progre	ess 1 item	ew Period						×III
Review	Start Date	End Date	Status		Awaiting	Due Date		

Provide Employee Review Comments

MANAGER VIEW

4

From the Home page:

Click My Team.

1. Select the employee's name.

10/15/2021

10/14/2022

- 2. Click Performance.
- 3. Click the Performance Reviews tab.





Jay Adams

08/17/2021

Your screens and processes may vary from this document. 28

View Create New PDF



90-Day Review Manager/Employee

4. Click View.











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



