



---

## EMPLOYEE PERFORMANCE EVALUATION PROCEDURE

PERSONNEL | 300.329

### Last Evaluation

10/28/2025

### Executive Staff Review

11/03/2025

---

## 1. Procedure Purpose

This procedure satisfies the requirements for employee performance evaluation procedures set forth by the Council on Occupational Education (COE) Standard 8.A.3.

The purpose of this document is to provide an evaluation procedure which is reasonably fair, consistent, and valid through:

### 1.1 Skill Development and Performance Improvement

Provide evaluation and guidance to help employees acquire necessary skills, assess performance, recognize excellence, and address areas for improvement.

### 1.2 Encouraging Positive Behaviors and Continuous Improvement

Motivate employees to engage in behaviors that contribute to student success, and strive to enhance the quality of education and services.

### 1.3 Fostering Supervisor-Employee Relations

Review and clarify job description and essential functions and discuss expectations regarding performance standards.

### 1.4 Clarifying Job Expectations and Performance Standards

Identify employee developmental needs and establish strategies to address them, ensuring ongoing growth and success.

### 1.5 Identifying Developmental Needs and Enhancing Communication

Strengthen communication between employees and supervisors to ensure alignment on performance and expectations.

#### 1.6 Goal Setting and Professional Development

Review previous goals, set new goals for future success, and ensure faculty meet required professional development hours.

## 2. Definitions

**Council on Occupational Education (COE)** - Mountainland Technical College's (MTECH) accrediting body.

**Employee** - A person working part or full-time, whose salary, wages, pay, or compensation is paid from college managed funds provided by the State of Utah.

**Supervisor** - An individual employed by the college who has hiring authority and who has a position that directly oversees another employee of the college.

## 3. References

**Council on Occupational Education Handbook of Accreditation (2025 Edition),** Standard 8.A.3

---

## 4. Procedure

4.1 The employee evaluation and review process shall be conducted in a manner which promotes the concepts of continuous improvement and frequent interaction between employees and their supervisor.

4.1.1 Ideally, communication and feedback exist continuously between a supervisor and their employees. However, even when feedback is freely given and received, a more formal written review and evaluation is necessary. Frequent communications should be such that in most cases, employees will have few, if any, surprises during the annual reviews.

4.1.2 Supervisors are accountable for completion of their employee evaluations as part of their own annual review. Due dates will be established to ensure each level of the organization completes employee evaluations for their direct reports as instructed. Final completion of employee reviews will be confirmed by the Vice President of each division prior to their own evaluation by the College President.

- 4.1.3 Formal evaluations are to be completed annually for all MTECH employees using the employee evaluation templates in the HRIS system.

The expected completion date for formal evaluations is staggered:

- 4.1.3.1 Supervisor evaluations of their employees are due the first Friday of November.
- 4.1.3.2 Director evaluations of supervisors are due the second Friday of November.
- 4.1.3.3 Associate Vice President evaluations of Directors and staff are due by the third Friday of November.
- 4.1.3.4 Vice President evaluations of Associate Vice Presidents and staff are due the last Friday of November.
- 4.1.3.5 The President will evaluate the Vice Presidents and the Assistant to the President by the first Friday of December.
- 4.1.3.6 Expected completion dates are subject to change to account for calendar differences from year to year.

- 4.1.4 It is the responsibility of the supervisor to schedule a mutually acceptable time with the employee.

- 4.1.5 Annual job description review by supervisors and employees is also a requirement, and should be completed during the annual review. Necessary updates should be submitted to Human Resources for approval.

- 4.2 Employees who disagree with a portion, or all, of the review have the chance to comment and express their point of view in a provided section of the review.

---

## 5. Evaluation History

Last Evaluation	Executive Staff Review
10/10/2016	10/17/2016
7/25/2017	8/7/2017
7/1/2018	7/16/2018
4/29/2019   no changes	4/29/2019
6/3/2020	6/8/2020
5/12/2021	5/17/2021
12/8/2021	1/11/2022
7/25/2023	8/14/2023

1/3/2024	1/29/2024
10/3/2024	10/28/2024
10/28/2025	11/03/2025