



## [staff-I] Performance Management Process for Staff FY 17-18

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To: staff-I <staff-I@mtholyoke.edu>

Thu, Apr 19, 2018 at 2:21 PM

To all staff,

Having clear and consistent conversations with your supervisor about your performance is an important part of working together. It is an opportunity to discuss what is going well, create a plan for projects and goals for the upcoming period and work together on areas of growth and development. To that end, we will be holding Performance Model training sessions that all staff are invited to attend. Our program, **Creating a Culture of Performance: Understanding Our Performance Model**, will cover:

- How we define performance - what exactly makes good performance?
- How to talk about total performance, behaviors and results in a way that is clear and actionable.
- How to ask for feedback and start a performance conversation with your supervisor.

Sessions for staff will be held:

Date	Time	Location
Monday, 5/21/18	2:00-3:00 pm	Skinner 216
Monday, 6/4/18	2:00-3:00 pm	Skinner 216

[Please click here to register for a session](#)

We are happy to schedule additional sessions upon request for departments/divisions unable to attend the scheduled sessions.

The College expects that every benefits eligible staff member will have a documented performance conversation with their supervisor at least annually. As in the past, there are two performance evaluation forms, original and narrative, and a community reference guide available online in the [performance management](#) section of [my.mtholyoke](#).

**Performance conversations should be completed by staff and their supervisors and copies of the forms submitted electronically to Human Resources at ([performance-g@mtholyoke.edu](mailto:performance-g@mtholyoke.edu)) by July 31st.**

If you have any questions about our performance management process or the training sessions, please contact Carol Stewart or me.

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