STRATEGIC PLAN CODE:

	Student Success – To provide every student the opportunity to acquire knowledge and skills through relevant, high-quality, programs, and services.
1.1	Advance student achievement through relevant academic and student support services.
1.2	Continue to enhance the College's assessment of student learning model to improve student success.
1.3	Develop, evaluate, and improve services to respond to the needs of student through a variety of activities and cultural events.
1.4	Facilitate the transition of students from the College, either to other higher learning institutions or into the workforce.
1.5	Continue the development of a comprehensive institutional effectiveness program and quality academic programs by maintaining accreditation through AQIP.
	Access to Higher Education – To increase the College's core enrollment.
2.1	Examine and develop programs that are relevant to student needs and economic growth through the implementation of the Core Growth Enrollment Plan.
2.2	Strengthen partnerships with public schools to enhance the high school concurrent credit program.
2.3	Facilitate the transition of students into the College.
2.4	Develop strategies to address affordability and reduce financial burdens for students.
2.5	Continue to develop partnerships to support literacy to better prepare students to be successful in college.
	Resource Development, Institutional Effectiveness, and Accountability – To seek financial, physical, and human resources and efficiently manage these resources through transparency and accountability.
3.1	Develop and maintain a workforce of quality, diverse faculty and staff who can provide adequate support for students' at all educational levels.
3.2	Seek, examine, and evaluate revenue sources and provide responsible stewardship for the effective management of the College's resources.
3.3	Assess and identify the need for additional facilities (on and off campus), the necessity for existing facilities improvement, and the need for grounds beautification and maintenance.
3.4	Through evaluation of the College's internal controls and compliance with federal and state regulations, develop processes to systematically identify and manage potential and perceived risks involved in all college programs and events.
	Partnerships, collaborative Efforts, and Workforce and Economic Development – to develop partnerships to provide continuing education, community services, and workforce training to address the economic development needs of the College's constituencies.
4.1	Become a significant contributor toward economic development and workforce development in the region.
4.2	Expand community service and education through outreach programs and cultural activities.

EMPLOYEE GOALS FOR UPCOMING YEAR:

Crosswalk employee goals to the institutional mission and goals.

Goal	Institutional Strategic Code
NEOGOV	3.1
Fixed Assets - continued	3.2
HR Newsletter	3.1
Orientation Process	3.1

EMPLOYEE COMMENTS:

(use additional sheets if required)

Employee Signature: Your signature indicates neither agreement nor disagreement with this, but it does indicate that you have read the evaluation, and that it has been discussed with you. If you wish, you may comment in the space above.	
	Signature of Immediate Supervisor 6.18.19 Date
Signature 6-20-19 Date	Signature of Endorsing Official 7/31/1 Date

Employee Self-Evaluation

1. Do any changes need to be made to your job description? If so, please list.
   Yes
   - Remove Petty Cash and Agency Accounts responsibility.
   - Change the Prospera management tool to NEOGOV applicant tracking and onboarding systems.

3. Describe any changes you suggested and/or implemented this past year that led to improvement in your area (e.g., quality of work life, cost savings, efficiency).

   - Initiated a 6-month survey on the onboarding experience for new employees.
   - Review of several Applicant Tracking and Onboarding Systems. Recommendation of the NEOGOV systems. The ATS system will provide more options and be more effective in managing candidates and applications. The Onboarding system will assist the HR Office and Payroll Office with the new employee orientation process.

2. Describe goals and/or developmental steps you set out to accomplish during this past year. Of those, which did you accomplish?

   - Continue with removing/selling of old equipment to clean up campus.
   - Initiated a 6-month survey on the onboarding experience for new employees.
   - The ratings improved on the new employee orientation. The average ratings of strongly agree on:
     a. The session was useful to me. FY16-17 – 65%   FY17-18 – 67%
     b. The session was well organized. FY16-17 – 65%   FY17-18 – 78%
     c. The handouts were appropriate and helpful.
        FY16-17 – 65%   FY17-18 – 67%
     d. The staff demonstrated clear knowledge of the topics.
        FY16-17 – 70%   FY17-18 – 78%

3. continued: The overall overage for the previous responses improved from 66.25% for FY16-17 to 72.5% for FY17-18.

- The average ratings of strongly agree on:

How well did the content and subject overviews help you get acclimated to the:
   a. Work expectations. FY16-17 – 60%   FY17-18 – 78%
   b. Department   FY16-17 – 65%   FY17-18 – 67%
   c. Campus   FY16-17 – 55%   FY17-18 – 78%

The overall overage for the previous responses improved from 60% for FY16-17 to 74.3% for FY17-18.

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4. What do you think has been your most important contribution to the department and/or the college? What are you most proud of?

- Selling of fixed assets to clean up areas on campus.
- Having difficult conversations with employees.
- Researching data for AQIP.

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5. What would you have liked to have done this year, but were unable to? Why?

- Publishing HR Newsletter. This keeps getting pushed back to take care of other priority items.

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6. What goals have you set for yourself during the next year, and how do these goals align with the departmental mission, goals, and outcomes?

- Training and implementing the NEOGOV applicant tracking and onboarding systems.
- Continue with selling/removing of fixed assets.
- Continue to review, improve, and revise the orientation process.
- Publish HR Newsletters.

   These align with 3.1 and 3.2 on the strategic plan.

7. What types of developmental activities would you like to take advantage of (e.g., seminars, specific training classes, etc.)?

    - ARCUPA-HR conference
    - CUPA-HR conference
    - Title IX training
    - HR seminars, conferences, webinars as funds are available.

8. What kind of support and/or guidance would you like to see from your supervisor?

    - Continued support with being able to ask questions, seek advice, etc. as needed.

Employee Signature

5-20-19

Date