




Northern Marianas College Procedure

Procedure No.: 5010.7 Procedure Title: Employee Evaluations
Issuing Date: 9/26/13 Adoption Date: 9/30/13 Effective Date: 9/26/13
Office of Origin: Human Resources Office
Procedure Approval Authority: President 
Board Policy No. Associated with this Procedure: 5010
This Procedure Supersedes/Replaces: 2011 BOR Policy Part V.E

The written steps necessary to appropriately and uniformly perform a task in carrying out policies and activities of the College.

Overview/procedure description

The College's staff, faculty, and administrators will be systematically evaluated annually. Supervisors shall evaluate the performance of each of their assigned employees at or near the end of each Fiscal Year on or before a date established by the Human Resources Office. The Human Resources Office will provide Evaluation Forms, which measure performance based upon measurable objectives including performance of assigned duties and participation in institutional responsibilities and other activities as well as pre-determined strategic objectives and initiatives. This process seeks to assess effectiveness of NMC personnel and encourages improvement.

Areas of Responsibility

The Human Resources Office will prepare and provide evaluation forms and tools for use by each employee's supervisor. Each supervisor is responsible to complete evaluations of all employees under supervision, and to review evaluations with subordinates to facilitate timely feedback to employees before the deadline set by the Human Resources Office. The Board of Regents will evaluate the President of the College.

Procedure details

The Human Resources Office will provide evaluation forms to all supervisors at least sixty (60) days prior to the end of each fiscal year; and will provide instruction to each member of the Management Team as well as all department / activity heads on collection of evaluation data. Managers receiving such instruction will advise all subordinate supervisors on the proper usage of performance evaluation forms and all deadlines for completion. All evaluations shall be complete and turned in to the Human Resources Office no later than thirty (30) days prior to the end of the fiscal year. The Human Resources Office will record and retain performance evaluations in each employee's personnel file. Evaluations will be used by Human Resources to determine pay adjustments and bonuses in accordance with Procedure 5010.4.

