

**C O N F I D E N T I A L**

**WILKES Community College**

**2014 STAFF**

**PERFORMANCE ENHANCEMENT PLAN**

<i>Name</i>	
<i>Position Title</i>	
<i>Division/Department</i>	
<i>Supervisor</i>	
<i>Supervisor's Title</i>	
<i>Period of Review</i>	

<b>TIME LINE FOR THE PERFORMANCE ENHANCEMENT PLAN</b>	
<i>February 1</i>	The Human Resources Office distributes Performance Enhancement Plan forms to begin the assessment process.
<i>February 1 – 20</i>	The employee completes the self-assessment section of the Performance Enhancement Plan based upon performance since the last review and forwards the form to the supervisor.
<i>February 21 – March 9</i>	The employee completes the Employee's Assessment of Supervisor's Performance form and forwards it to the next level supervisor.
<i>March 10 – 31</i>	The supervisor completes the assessment and meets with employee to review the Performance Enhancement Plan. For supervisory positions, the senior supervisor will review the Employee's Assessment of Supervisor's Performance.
<i>March 31 – April 15</i>	Supervisor forwards Performance Enhancement Plan to senior supervisor, if applicable.
<i>March 31 – April 15</i>	Senior supervisor forwards Performance Enhancement Plan to Human Resources Office.
<i>April 16 – April 30</i>	Human Resources Office forwards Performance Enhancement Plan to the President.
<i>May 1 – May 15</i>	President returns Performance Enhancement Plan to Human Resources Office.
The Performance Enhancement Plan is filed in the employee's personnel file.	





**EMPLOYEE'S SUMMARY COMMENTS (Optional)**

--

**SUPERVISOR'S SUMMARY COMMENTS**

--

**POSITION DESCRIPTION REVIEW**

<input type="checkbox"/>	Position Description Reviewed
<input type="checkbox"/>	Updated Copy Submitted to the Human Resources Office

**(Position Description due to the Human Resources Office by July 1, 2014)**

**Your signature indicates that your review was discussed with you. You may request to discuss this review with the next level administrator.**

Do you request to discuss this review with the next level administrator?     No     Yes

Secondary employment discussed and, if required, form sent to President's Office.     Yes

Employee's Signature	Date
Immediate Supervisor's Signature	Date
Senior Supervisor's Signature, if applicable	Date
President's Signature	Date