GROSSMONT-CUYAMACA
COMMUNITY COLLEGE DISTRICT

Session 13: Employee Perfomance Review
February 6, 2014
Workday

Name_____

Functionality	Comments
1. Demonstrate the Supervisors ability to quickly see his or her direct reports as to the status and dates of their respective reviews.	
2. Demonstrate how the system can notify both the supervisor and their administrative assistant what evaluations are coming due. Can notifications be triggered by something other than date, like number of semesters taught since last review? 3. Show how this data can be pulled from the student system.	
4. Demonstrate how to create and maintain different evaluations and how they can be associated with different employee types/classifications. Is there versioning of evaluation forms?	
5. Demonstrate the creation of different workflows for different types of evaluations. E.g. Probationary evaluation for a classified employee leading to dismissal (informing HR to begin termination); 3 year evaluation for tenured faculty needing peer review input.	
6. Demonstrate ability to set annual (or other specified period) goals for an employee, have the employee submit evidence throughout the period and have the supervisor review the goals and evidence and add comments or documents.	

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7. Demonstrate how the goals can be related from the individual to department and division goals and ultimately to organizational objectives.	
8. Demonstrate how to configure and manage a multi-evaluator evaluation (i.e. 360 evaluations).	
9. Demonstrate how to configure the full life cycle of evaluations for Full-time faculty – 1st year review, 2nd year review, 3rd year review, tenure review, then 3-year review; first 3 reviews use one type of evaluation instrument, then a different one for tenure review, then a third one for ongoing reviews. Show how the system can switch automatically between these.	
10. Demonstrate how the evaluation application can be used to track progressive discipline.	
11. Demonstrate how the performance evaluation system can be used for evaluating team performance for quality metrics. Can online surveys be sent out for input?	

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Evaluation Form
Name of Evaluator:
Perceived Strengths:
Perceived Weaknesses:
Additional Comments:
Acceptability of Vendor Solution: ___ Yes ___ No