



MANAGEMENT PERSONNEL PLAN (MPP) EMPLOYEE PERFORMANCE EVALUATION OVERVIEW

The evaluation of MPPs is an ongoing process. Formal evaluations occur at 6-months and 1-year of service, and subsequently on an annual basis. Evaluations are broken down into 4 parts that address the following:

PART A – Due in 50 Days – MPP EMPLOYEE SELF-EVALUATION

- 1. Goal Progress & Rating:** Select and update final goal progress achieved over the past evaluation period.
- 2. Competencies & Major Accomplishments:** Complete the competency narrative and provide observable examples that demonstrate the applicable competency. At the bottom of this section, summarize major accomplishments achieved over the past evaluation period.

PART B – Due within 21 Days – HEERA MANAGER EVALUATION

- 1. Goal Progress & Rating:** Review and rate the MPP Employee's goal progress.
- 2. Competencies & Major Accomplishments:** Complete a competency rating. Keep in mind that the MPP Employee may manifest the given competencies in a way that is different from yours. With that in mind, we suggest focusing on observable outcomes based on their implementation of the competencies as a successful demonstration of said competencies.
- 3. Overall Performance:** Provide a summary evaluation of the MPP's overall performance and contributions.
- 4. Overall Rating Summary:** A preview of the ratings summary will display the overall rating score as determined by the HEERA Manager. For rating purposes, Goal & Competency Ratings are weighted equally.

PART C – Due within 11 Days – REVIEW DISCUSSION AND HEERA MANAGER SIGNATURE

- **Review Discussion:** This is an opportunity for the HEERA Manager to schedule a meeting and discuss the evaluation with the MPP Employee. HEERA Manager should consider the MPP Employee's input for any appropriate modifications to the above sections.
- **Overall Ratings Summary:** The ratings summary will display the final overall rating score as determined by the HEERA Manager. For rating purposes, Goal Ratings and Competency Ratings are weighted equally.
- **HEERA Manager Signature:** Confirms content is finalized in reflection of MPP input, discussion, and evaluation of the MPP's work performance.

PART D – Due within 11 Days – EMPLOYEE SIGNATURE

- **Review Read-Only Version:** Upon discussion with the HEERA Manager, the MPP should request to reopen Part C if any modifications need to be made.
- **Overall Ratings Summary:** A ratings summary will display the final overall rating score as determined by the HEERA Manager.



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- **MPP Employee Signature:** Acknowledges receipt of the performance evaluation and does not necessarily represent agreement with the contents.

The employee, VP, President, and Employee/Labor Relations (ELR) will be able to access a copy of this evaluation within the Cornerstone platform after all appropriate signatures have been obtained. For guidance and support with the performance evaluation process, please contact ELR at elr@cpp.edu (opens in new window).