2011 Staff Performance Evaluation Process — The Annual Performance Summary

As we head into March, performance evaluation season is in full swing. As many of you are aware, the process has changed somewhat for 2011. The Human Resources office has hosted open sessions for staff and supervisors to learn more about the new process, as well as given helpful tips in preparing for your annual evaluation. The following is a summary for those unable to attend — or simply a refresher for those that did.

As Drew Macan mentioned at the February 1 and 3 open meetings co-hosted with Tim Spears, much of the performance evaluation process has not changed for this year. The broad content themes remain the same — with regard to your performance, what has gone well this year and what could have gone better? What goals are planned for the coming year (keeping in mind departmental and institutional priorities)? And what can your supervisor to do to assist you? Pay increases continue to be linked to performance. Also, the timeline remains the same — it is our goal to complete all evaluations by March 31 in order to implement individual increases on July 1.

As Drew also noted, some components of the process have changed this year. For instance, the name is new — Annual Performance Summary. The document layout has been updated. Vice Presidents have increased involvement this year in an effort to continue enhanced and open communication. And finally, the summary evaluation which links to pay has been revised in light of recent changes to the administration of pay increases.

As discussed in the open meetings, pay increases can happen several ways. If an individual has demonstrated that he/she consistently met expectations, then a percentage increase will be awarded. If an individual has significantly exceeded expectations, then a higher percentage increase will be awarded. For individuals who have demonstrated exemplary performance, their supervisors can recommend that they receive a single sum bonus payment.

To view the new Annual Performance Summary form, as well as a helpful reference guide for completing the form, please visit http://www.middlebury.edu/offices/business/hr/staffandfaculty/evals. When visiting this link, you can also view the slide show presentations that were used in the supervisory and staff sessions. For more information regarding changes in the administration of pay increases, we encourage you to visit Tim Spears’ blog at http://blogs.middlebury.edu/acrosscampus/.

As the feedback process is an ongoing one that incorporates daily, weekly and monthly conversations (Article continues on page 2)
The Annual Performance Summary, ctd. from page 1

throughout the year, the annual performance evaluation should be considered a summary of past discussions and agreements. Still, the annual evaluation is an important document and ample time should be set aside by both supervisors and staff members to ensure that the summary is accurate, specific, and complete. This is the opportunity to take a break from your day-to-day responsibilities to look back objectively, have a meaningful conversation about the past year, and make measurable plans for the coming one.

Supervisors and staff members should be in the process of setting a date for the evaluation meeting and discussing plans for preparing the documentation in advance. Staff members should receive a copy of the form so that they can complete their self-assessment. All should be clear regarding their particular timeline and departmental processes.

When reviewing your performance, it is important to think of two broad themes: work accomplishments – what did you do this year? – and interpersonal effectiveness – how did you accomplish that work? In an effort to objectively describe your performance, it is helpful to consider reference points such as your job description, previously expressed expectations of your work, prior stated goals, and the evolving needs of your department and the institution. Useful resources might include your last performance evaluation, your six-month informal evaluation, any informal feedback received over the past year, a review of significant events that occurred over the prior 12 months (your calendar might be a useful reference tool), and reports or summaries you have prepared over the year. Objective descriptions are ideal – concepts that can be demonstrated by evidence and examples.

As you prepare for your upcoming meeting, come prepared to talk as well as listen. Be prepared to present your perspective and seek clarity regarding your supervisor’s assessment. This meeting should be a two-way conversation. Listen and be open to feedback. If you feel that you haven’t received enough feedback, ask for it! If you are unclear, ask specific questions. This conversation is an important one and should not be taken lightly. If new information surfaces during the conversation, or if points are presented for which you would like to provide a response, additional documentation may be added after the meeting.

Once finalized, the form should be signed to indicate that the meeting has occurred. The form will then be passed along to the next level of supervisor for review and signature. If an individual has been recommended as significantly exceeding expectations, the Vice President for the individual’s area will provide final approval. All completed forms should be forwarded to Human Resources.

If you have any questions during the process, please do not hesitate to contact Human Resources for guidance at x5465 or hr@middlebury.edu.

Faculty Grants

Middlebury College has been awarded a grant from the Arnold and Mabel Beckman Foundation’s Scholars Program to fund undergraduate research. This three-year project, headed by Sunhee Choi (Chemistry and Biochemistry), supports intensive mentoring and career development for four outstanding students. This is the second Beckman award that Middlebury has received.

Staff Accomplishments

Kaye-Lani Laughna, International Student & Scholar Advisor, was recently awarded the Vermont Women in Higher Education’s (VWHE) annual scholarship. The scholarship is named after Lyndon State College’s president, Carol A. Moore, and is intended to recognize women currently working in Vermont higher education who want to further their career. The following is an excerpt from the VWHE press release.

Kaye-Lani was recognized for “clearly demonstrating her commitment to support women’s leadership in pursuing a collaboration with The AjA Project, a non-profit organization in San Diego that runs participatory photography programs,” said Eileen Crosby, VWHE Executive Board Chair. Kaye-Lani plans to work with The AjA Project to develop a participatory photography project for international students at Middlebury. The goal will be for students to use photography to explore their identities as related to local and global community. “Students can express who they are through photography; it’s a tool to help start conversations about their identity and culture,” Laughna said. “I believe this will allow students to reflect on their experiences and this transition in their lives in a very different way.”

“I was elated when I received the award,” Laughna said. “The scholarship is a great way for women working in higher education to support other women and each other.” VWHE is sponsored by the American Council on Education’s Office of Women in Higher Education, based in Washington, D.C., and has been active in Vermont for over 20 years. VWHE works to foster connections among women in various sectors of higher education, promote women’s leadership, and encourage and support women leaders of diverse backgrounds.

For the full text of the VWHE press release, go to www.vwhe.org/Scholarship_Docs/VWHE_Laughna.pdf.
Help With Your Taxes!

The United Way of Addison County and Middlebury College’s Human Resources Department are co-sponsoring a free tax preparation clinic for eligible employees on Wednesday, March 10, 2011.

Eligibility guidelines (based on household income):

2 adults, 0 children $54,371
1 adult, 0 children $34,840
1 adult, 1 child $50,003
1 adult, 2 children $62,358
2 adults, 2 children $80,746

You’ll leave with your federal AND Vermont state returns completed . . .
And you may qualify for a tax refund of up to $5,657!

Call HR to make an appointment at x5465.

New Employees

Gail Borden - Gail became the Coordinator for Re-Accreditation in the Planning, Assessment, & IR department in January. She worked at Shelburne Museum for over 10 years before joining Middlebury College. She is happy to be living and working in the same town. Previously, Gail had been working a temporary job in the Alumni and Parent Programs Office and found the experience to be a wonderful introduction to being a staff member at Middlebury College.

June Fiske - In January, June joined Dining Services as a Retail Operations Assistant. She lives in Middlebury with her dog, Jaime, and her cat, Punkin. She has lived in Addison County all her life and is pleased to be at Middlebury College.

Francis Clark - Francis came on board in Facilities Services as Night Watch in January. He grew up in Middlebury and loves to play sports.

Transitions

This column recognizes College employees who applied for and were hired for posted job openings. Congratulations to:

Skylar Silloway
Skylar transitioned to the position of Facilities Floater on 1/11/11. Skylar has previously held the positions of Custodian and Floor Crew, also with Facilities Services.

Fred Lussier, Jr.
Fred Lussier, Jr became a Team Leader on 1/10/11. Fred began his career at Middlebury on the floor crew in Custodial Services in June of 2010.

Sevda Ovcina
On 1/10/11, Sevda Ovcina began her new position as Dining Servery Supervisor. Sevda has been with Middlebury College since September of 2009 in the position of Dining Room Servery Worker in Proctor.

Kim Smith
Kim Smith began her position as Custodial Team Leader on 1/10/11. She has been employed with Middlebury College since January 2008 as a Driver/Floor Worker in the Material Recovery Facility (MRF).

Matthew Laux
Matt Laux began a new position as Assistant Payroll Manager on the auspicious date of 1/11/11. Matt was originally hired as second cook in August of 2006 at Atwater and subsequently joined the Human Resources Department as a Benefits/Compensation Clerk in September of 2008. He became an HR Information Coordinator in March of 2009.

(Transitions continue on page 5)
New Employees

**Amy Mitchell** – In January, Amy joined Facilities Services as a Custodian. She lives in Middlebury and has two teenaged children. Amy loves to hike and be outdoors during her spare time.

**Betsy Reynolds** – Betsy became a Custodian in Facilities Services in January. She lives in Middlebury, and her husband and she both enjoy working at Middlebury College. Betsy has a cat named Rascal.

**Morgan Butler**  
*Facilities Services*

**Bryan Humiston**  
*Facilities Services*

**Randy Trayah**  
*Facilities Services*

**Nick Boise**  
*Facilities Services*

**Adem Duracak**  
*Facilities Services*

**Scott Disorda**  
*Facilities Services*

**Ron Bowers**  
*Facilities Services*
Classifieds

Classified ads are free for members of the staff, faculty, student body and alumni of Middlebury College. Ads must be submitted seven days prior to the publication date. Guidelines for ads can be found on the MiddPoints section of the HR Website. Please send ads to Classifieds, MiddPoints, HR, Service Building, or e-mail to middpoints@middlebury.edu (electronic submissions preferred).

Real Estate

For Rent: 4 BR, 1-3/4 BA unfurnished house in great Weybridge neighborhood, 1 mile from campus. Recently renovated kitchen/DR/LR/mudroom/WD. 1/2 acre lot with vegetable garden & fruit trees, deck, 2 car garage. Available August 1. $1,350/month plus utilities. 802.443.3316.

For Rent: Large one-bedroom second floor apartment in Bridport, eight miles west of Middlebury College with a view of the Adirondacks and large back yard. Rent is $650/month and includes electricity. References and deposit required. Please call x5051.

For Rent: House for rent for academic year 2011-12. Beautifully renovated, energy efficient 4 BR, 2.5 BA house in a great location, within very easy walking distance of both campus & town. Avail. Aug. 15, 2011–July 30, 2012 (timeframe somewhat flexible). Furnished, full amenities. Open layout, lots of light, home office, playroom, big yard, vegetable garden, great for a family with kids. $1,850/mo. Contact Alex Draper at x5806 or adraper@middlebury.edu for more info & pictures.

Rebecca Vaudrien
Rebecca Vaudrien transitioned to the position of Custodian on 1/23/11. Rebecca previously held the position of Servery/Utility Worker with Dining Services.

Isaac LaRocque
Isaac LaRocque became a Facilities Floater as of 1/24/11. He had previously held the position of Custodian since September of 2010.

Beth Miller
Beth Miller became the International Programs Assistant on 2/1/11. She had previously been employed with the Human Resources department since April of 2008 as Administrative Coordinator.

Andrew Bovell
Andrew Bovell transitioned to the position of Maintenance Carpenter/Painter/Locksmith on 02/07/11. He was originally hired as a custodian in August of 2009.

New Employees

Gary Grant - In January, Gary became a Custodian in Facilities Services. He graduated from Vergennes Union High School in May of 2010. Gary enjoys football, lacrosse, fishing, hunting, four-wheeling, and snowmobiling. Currently taking classes at CCV, Gary lives in Addison with his parents and younger brother, Geoffrey.

Chris Tangora - In January Chris joined LIS as Senior Technology Specialist. Chris came to Middlebury from UNC Charlotte’s College of Arts and Architecture. He enjoys camping, light hiking, and wood working. Chris graduated from Southern Illinois University at Carbondale.

The College Bookstore

Available now, lecturer Avner Cohen’s
The Worst-Kept Secret
at the special event price of $30.