



## Office of Human Resources

**Date:** February 27, 2025  
**To:** All Staff Employees  
**From:** Dana Nagengast, Assistant Vice President – Chief Human Resources Officer  
**Subject:** 2025 Performance Evaluation Process

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Dear HMC Staff,

We are pleased to announce the launch of the **2025 Performance Evaluation Process** on **March 1, 2025**. This annual process is an important opportunity for reflection, feedback, and professional growth. Below, you will find key details about the process, including timelines, available resources, and upcoming training opportunities.

### Key Details

- **Performance Review Period:** March 1, 2024 – February 28, 2025.
- **Submission Deadline:** Completed evaluations are due by **April 30, 2025**.
- **Getting Started:** A Workday **Inbox task** will be initiated for you to begin your self-assessment by March 1, 2025.
- **Professional Development Resources:** Forms and additional resources are available on the [HR website](#).

### Why Performance Evaluations Matter

At HMC, we recognize that our staff are essential to the success of the College. Our performance management program is designed to:

- Facilitate open, two-way communication between supervisors and staff, clarifying roles, goals, and expectations
- Support professional growth through skill development and career advancement opportunities
- Identify and address performance barriers through coaching and development resources
- Inform salary decisions for the upcoming year

### Training & Support

The HR team is excited to offer continued and **enhanced training opportunities** this year:

- **Training for All Staff** – Performance Management – Navigating the Fundamentals. Available mid-March.
- **Training for Supervisors** – Performance Management – Beyond the Basics. Available in April.

More details, including sign-ups, will be shared soon.

Thank you for your hard work and commitment to HMC. If you have any questions, please contact [hr@hmc.edu](mailto:hr@hmc.edu) —we are happy to assist you.