



Office of Human Resources

Date: February 28, 2025
To: All Staff Employees
From: Dana Nagengast, Assistant Vice President – Chief Human Resources Officer
Subject: 2025 Performance Evaluation Process

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 must be submitted by **April 30, 2025**.
- **Getting Started:** A Workday **Inbox task** has been initiated for you to begin your self-assessment.
- **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 —we are happy to assist you.