

**From:** [Ritter, Bre](#)  
**To:** [Smallshaw, Stephanie](#)  
**Cc:** [Martinez, Carla](#); [Brown, Alyssa](#)  
**Subject:** Manager Evaluation Procedures  
**Date:** Tuesday, April 23, 2024 2:27:00 PM  
**Attachments:** [image001.png](#)  
[Manager Goal Setting Form.doc](#)  
[Manager Evaluation Process Checklist.doc](#)  
[90 Day Evaluation for New Managers.doc](#)  
[Manager Evaluation Procedures.pdf](#)  
[Manager Self Eval Form \(1\).doc](#)  
**Importance:** High

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Hi Stephanie,

I hope your week is off to a great start! Attached you will find your Evaluation procedures a long with the related forms. Below is a timeline that breaks down the full process. We will begin your mid-year review next month.

Due Date	Evaluation Step
03/18/2024	<ul style="list-style-type: none"><li>• <b>90-day Evaluation</b></li><li>• Evaluator Prepares and Presents evaluation to New Manager (<a href="#">90-Day Form</a>)</li></ul>
06/18/2024	<ul style="list-style-type: none"><li>• <b>Mid-Year Review</b></li><li>• Evaluator meets with Manager &amp; Discusses Progress, Provides Encouragement &amp; Direction (<b>See attached Evaluation Process Checklist</b>)</li><li>• Create a Professional Development Proposal (If Needed)</li></ul>
12/18/2024	<ul style="list-style-type: none"><li>• <b>First Year Evaluation</b></li><li>• Human Resources Administer Behavioral Survey</li><li>• Manager Prepares Self- Evaluation, Including Response to Survey Results &amp; Submits to Evaluator (<b>See attached Self Evaluation Form</b>)</li><li>• Evaluator Prepares First Year Performance Review &amp; Includes Summary of Survey Data</li></ul>

Please feel free to contact me if you have any questions.

Thank you,



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