**ATTACHMENT SECTION**

Important NOVA announcements and flyers are enclosed.

To read the this week’s *Intercom* issue see:  http://www.nvcc.edu/pip/Jul10-09.pdf
Nova Woodbridge Theatre Group Presents

In the Lakeside Theatre, Woodbridge Campus -- NVCC

July 9, 10, 16, 17 at 8 PM
And
July 11, 18 at 2 PM

Info or reservations: 703/878-5750  www.nvcc.edu/twg/reservations.htm

Ken Ludwig's

Shakespeare In Hollywood
Tackle the Yearly Performance Evaluation Process for Classified Staff with Confidence and Smarts

Facilitator: Marleen McCabe, Ph.D.  AD Employee Relations

In this interactive workshop we will discuss the how-to’s of an effective yearly performance evaluation process that focuses on discussing your staff’s, and your unit/division’s, strengths and progress/completion of identified yearly goals. The yearly evaluation also needs to accurately reflect essential SKA’s that need improvement in the context of the EWP, and identifies, with the input from staff, training/retraining needs for the upcoming year. This two-hour workshop will also explain what managers need to know and do to comply with DHRM policy.

Audience: If you supervise classified staff, this workshop is for you.

Workshop Objectives:
• Using the EWP to evaluate and measure performance outcomes.
• Identifying various levels of performance proficiency within the Contributor Rating.
• Below Contributor rating—what is the difference between an overall Below Contributor rating vs. individual areas of job responsibility that are rated Below Contributor?
• What information needs to be attached to comply with DHRM policy in regards to an Overall below Contributor Rating?
• Acknowledgement of Extraordinary Contribution Form: Why and when do I need to attach it to the Yearly Evaluation Form?
• Needs Improvement Action Plans—when does it become an attachment to the yearly evaluation?
• Setting SMART Professional Development/learning goals.
• Help: My employee is appealing the evaluation. DHRM policy explained.
• The performance feedback meeting: Strategies for offering encouragement, praise, and having the “tough conversation”...

Pre-register for this valuable workshop by e-mail:
TO:  HRDtraining@nvcc.edu
CC:  (your supervisor, if required by that individual)
SUBJECT:  Performance Appraisal Workshop
BODY:  Please list your job title, campus, division and session you plan to attend

<table>
<thead>
<tr>
<th>NOVA Campus</th>
<th>Date and Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Annandale</td>
<td>Wednesday, August 5 10:00 a.m. – 12:00 p.m.</td>
</tr>
<tr>
<td>Medical Education</td>
<td>Thursday, August 6 2:00 p.m. – 4:00 p.m.</td>
</tr>
</tbody>
</table>

All registrations will be acknowledged by return E-mail. Room location will be provided once the campus confirms availability.
Purchase any five (5) products from the makers of Pepsi® from any NovaCard Vending Machine and receive your 6th product from Pepsi® FREE!

(Once the 5th product is purchased a credit for one (1) free product from the makers of Pepsi will be added to your NovaCard. Free product will automatically be dispensed when you next use your NovaCard in vending machine)

Participating products include: Pepsi®, Diet Pepsi®, MTN Dew®, Sierra Mist®, Aquafina®, Aquafina FlavorSplash®, Tropicana® Juice Drinks, Lipton® Green Tea, Dr Pepper® and Crush®.

See Campus Card Office for more details and how to get a NovaCard.
Promotion ends 8/8/09.

www.nvcc.edu/novacard