

Guidelines for Performance Evaluations

It is very important that performance evaluations are done in a timely manner providing constructive feedback allowing for growth and improvement. In some cases you may need to continue to follow up on the employee's noted areas of improvement to ensure that they are succeeding and if they are not, take the necessary disciplinary actions. Annual evaluations are a great opportunity to meet with your staff members and let them know what you appreciate about their contributions to the organization and that we are committed to investing in them going forward.

If an employee's performance does warrant improvement, it should not be initially addressed during their annual evaluation; it needs to be addressed immediately and in some cases a performance improvement plan should be implemented. In these cases, the supervisor and employee will work with Human Resources – if an annual evaluation becomes due during this time it will still be administered but the merit-based increase would be awarded upon successful completion of the performance improvement plan.

Evaluations will be due the month prior to the employee's hire date anniversary. For example, if an employee's hire date was February 12th, the performance evaluation would be due to by January 31st. The Human Resource Department will distribute a list of evaluations due at the beginning of the month.

One evaluation template will be used for all positions. The supervisor will review the employee's job description with them and complete the evaluation template. This is a good time to review the job description with the employee to responsibilities are satisfactorily completed and the job descriptions are up to date. If any changes need to be made to the job descriptions, please contact Human Resources.

The employee will sign off on the evaluation, the job description, confidentiality agreement/privacy standards, Conduct Expectations and completed Payroll Change Form. Once completed these documents will be submitted to Human Resources for review and any necessary payroll changes processed.