

## **Procedure: 5.09A**

### **Performance Evaluation**

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#### **Purpose**

The purpose of the evaluation process is to encourage and recognize strengths, discuss positive approaches for meeting goals and identify and correct weaknesses.

#### **Procedure Statement**

The Human Resources Department will be responsible for notifying supervisors and employees of the annual evaluation time period. To assist supervisors in conducting performance evaluations, the Human Resources Department will provide employees with approved forms containing specific guidelines.

#### **Process**

1. The Human Resources Department will send a reminder to all supervisors regarding the evaluation process and where to locate the approved evaluation forms for the annual performance appraisal process.
2. The employee will complete a self-evaluation form and provide the form to their supervisor for review prior to receiving the supervisor's formal evaluation.
3. The supervisor's evaluation will be completed on the approved forms. The supervisor will meet with the employee to discuss the evaluation. A copy of the evaluation will be provided to the employee.
4. If the employee wants to respond to the evaluation, the response must be made in writing to the supervisor no later than two weeks of receipt of the evaluation.
5. After the evaluation is completed, the form will be signed by the supervisor and employee.
6. The supervisor will submit all evaluation forms to the Human Resources Department for placement in the employees personnel file for a period not less than three years from the date of the evaluation.

The three (3) and six (6) month evaluations for new employees should follow the same process as outlined above.

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