



Policy Name:	Performance Assessments	Date Revised:	1/2013
Purpose:	Guidelines for Evaluating Performance	Board Approval:	2013

PURPOSE:

To establish guidelines to monitor and enhance job performance of all staff.

POLICY:

All employees will receive periodic written feedback on their job performance; indicating details about work-related expectations, performance criteria, standards and development that are considered important for your specific position.

A. 30-Day Check-In

30-day check-ins will be conducted on all employees to ensure all training has been provided and all resources are being utilized to assist each employee to perform to their full capacity.

B. Introductory Assessment

Introductory performance reviews will be conducted on all employees after 90 days of employment. The Introductory Review form will be utilized to give details of job performance including accomplishments and areas of opportunity.

C. Annual Assessment

Annual performance reviews are provided in the month of hire, giving feedback on past performance, areas for opportunity, expectations, performance criteria and standards. The Annual Review form summarizes and recognizes the employees' level of achievement, and pinpoint areas they can work on and develop for achievement of longer-term career goals.

Employees will receive a personal copy of each assessment for retention and the original will be retained in the employee file.