

PERFORMANCE EVALUATION 206

Effective Date: 02/01/2016

Supervisors and employees are strongly encouraged to engage in a course of regular, day-to-day interactions that should provide the opportunity to discuss job tasks, encourage and recognize strengths, identify areas for improvement, and discuss positive, purposeful approaches for meeting goals.

Newly hired employees may receive a formal progress evaluation before the first year of employment. During this period, both the employee and the supervisor will be expected to engage in an ongoing dialogue about the needs of the job, as well as the standards and expectations associated with the new position.

Annual performance evaluations are generally scheduled to take place on or near the employee's anniversary date each year. More frequent evaluations may take place.

The basis for determining the employee's performance shall be the comparison of the employee's actual performance against accountabilities established for each position. Supervisors or department heads shall work with employees in establishing accountabilities, based on the duties, responsibilities and standards of the position. The performance evaluation process should be a cooperative process and employee participation is encouraged through all phases of the process. Goals and objectives should be jointly established by the supervisor or department head and the employee for the next review period.