

VIII. Employee Evaluation Procedures

New employee evaluations are required by the end of the probationary period (in most cases, this is six months). An initial progress evaluation may be held at the end of the first three months to discuss progress in the new position.

All staff should be evaluated on an annual basis.

- Evaluations of non-supervisory staff should be prepared and reviewed by the management team, summarized and presented to employees. All evaluations should be kept as part of individual personnel files.
- Evaluations of management staff should be prepared and reviewed by the CEO and his/her designee.
- Evaluations of medical / dental providers should be prepared and reviewed by the Medical or Dental Director, CEO and COO, and presented to the medical / dental provider.

The Human Resources Manager is responsible for monitoring the schedule of evaluation dates for managers and the employees in his/her department.