

Example

Policy regarding Evaluations

Performance Evaluation Program

Performance evaluations are considered an on-going process. Evaluations will be conducted after the six month introductory period, although they may be conducted earlier, particularly if there is an indication of poor work performance. Thereafter, annual performance evaluations will be conducted.

The performance evaluation program is a process by which job expectations and goals are mutually set annually by employees and their supervisors. This is a scheduled opportunity for employees and their supervisors to offer their individual assessments of the previous year's activities and to plan for the upcoming year.

An evaluation form will be provided to both the employee and the supervisor. The supervisor and employee will then meet to discuss their individual assessments and to complete and sign an Action Plan for the coming year.

Executive Director:

Date:

12