

# Performance Review Policy

## FT\_HR\_CT\_55

Responsible Officer  
Chris Ronk  
Responsible Office  
Human Resources  
Approving Body  
Board of Trustees  
Approval Date  
2019-01  
Last Revision  
2019-01  
Re-evaluation Date  
2021  
Departmental Impact  
All departments

### **Policy Statement**

Every employee will be evaluated by his/her Supervisor three times during the academic year.

### **Rationale**

This evaluation is to aid the employee in the improvement of his/her work and to provide feedback on his/her present perceived performance.

### **Policy Procedures**

In the fall, each employee will complete a performance review. The supervisor will meet with the employee to discuss the employee's goals. At the beginning of the spring semester, the supervisor and employee will meet again to discuss the employee's performance and areas for improvement. The supervisor and employee will meet again in May to discuss the employee's year-long performance. The supervisor will make recommendations for continued improvement.