

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.