

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.