

**Standard Intent:**

Departmental and job specific orientation must be done at the level of each department to complete with the general orientation all the required orientation levels after which the employee should be able to work independently.

Contract workers and volunteer are also oriented to the organization and their specific assignment or responsibilities, such as patient safety and infection control.

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**HR.8 The hospital has a process for initial evaluation of the competency and conduct of the new employees.**

HR.8.1 The hospital has a process described in a policy or other document for initial evaluation of the competency of the new employees.

HR.8.2 All new employees go through a probationary period for competency evaluation. During this period, clinical staff can only work under direct supervision.

HR.8.3 Competency evaluation during the probationary period is a structured process that aims to assess and review the employee's knowledge, performance, capability, conduct, and suitability for the role.

HR.8.4 The competency evaluation is documented in the personnel file.

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**Standard Intent:**

New employees or employees who have moved into a new job will have performance evaluated early in the new assignment. The New Employee Performance Evaluation is an opportunity for the supervisor to review the employee performance prior to the end of the new hire (probationary) period to confirm a recommendation for continued employment or extend a probationary period.

The New Employee Performance Evaluation is an opportunity to reiterate goals and expectations with a new team member. Training and development needs are discussed and a plan is established as applicable. At this time, the new employee should determine if he/she is committed to continued employment.

New employees may have performance evaluated anytime during the new hire period as needed or appropriate. An employee who is consistently falling below expectations on duties or who falls below expectations on critical duties should not have continued employment confirmed.

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**HR.9 The hospital has a process for the regular evaluation of staff performance.**

HR.9.1 There is a policy describing the process used in the regular evaluation of staff performance.

HR.9.2 The performance evaluation is based on objective criteria and is linked with the job description.