

PERFORMANCE APPRAISAL	PROCEDURE	
	Document Number:	AS-HR-PR-2140
	Version Number:	01

1.0 Purpose:

To provide employees with quarterly informal feedback and annual formal performance reviews in order to assist them in maintaining and/or improving their current performance.

2.0 Scope:

This procedure is applicable to all employees who receive performance appraisals.

3.0 Responsibilities:

- 3.1 Supervisors are responsible for working with employees to establish goals and performance expectations for the coming year. Supervisors are responsible for providing feedback to the employee regarding his/her performance during the year and completing the performance appraisal form.
- 3.2 Employees are responsible for achieving their goals and performance expectations and providing feedback regarding the accomplishments of these goals and objectives to their supervisor.

4.0 Procedure:

- 4.1 Employees are to be provided with an annual performance appraisal. In between the annual review, employees should also receive quarterly informal sessions to provide them feedback on their current performance. All issues discussed at the time of appraisal should have been addressed throughout the year, unless the issue is of a recent nature.
- 4.2 At the beginning of each review period, the immediate supervisor and the employee should meet to discuss the employee's goals and performance standards for the upcoming year. This discussion should be documented on a Performance Appraisal Form.
- 4.3 Throughout the year, the supervisor should meet with the employee quarterly to discuss progress towards the goals. It is recommended that the supervisor maintain notes on each of these meetings. Any areas for improvement should be discussed and addressed immediately.
- 4.4 At the end of the review period, the supervisor will present a formal performance appraisal to the employee. This appraisal should be compiled in conjunction with the employee and approved by the department head.
- 4.5 Once the employee has been presented the appraisal, they must sign and date the original and provide any comments they wish. The supervisor should give a copy to the employee, keep a copy for their files and give the original to the Employee Services Department.
- 4.6 An employee who is dissatisfied with his/her appraisal may request and receive a review from the next higher level of management. After that point, there shall be no further levels of review.

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5.0 Definitions:

N/A

6.0 Records:

Performance appraisals shall be placed in the employee's personnel file.

7.0 Appendices:

Performance Appraisal program documents.


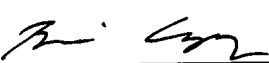

8.0 Training Requirements:

Training shall be provided to supervisors and employees regarding the performance appraisal process.

9.0 Summary of Changes:

This procedure was updated to the new format.

10.0 Approval Information:

Prepared by	Reviewed by	Approved by
 Shellie Albright	 Bill Lopez	 Bill Lopez