

PEOPLE'S PLACE

Employee Performance Evaluation Policy

Approved By: Board of Directors
Review/Revision Date: 12/01/2020

I. PURPOSE

This policy provides guidelines for supervisors in completing written performance evaluations of their staff.

II. POLICY STATEMENT

It shall be the policy of People's Place that all employees will be regularly and fairly evaluated on job performance and given appropriate feedback on their performance.

III. APPLICATION

This policy applies to all People's Place staff.

IV. DEFINITIONS

Evaluation – an employee assessment completed by the employee's supervisor that records progress on performance objectives/job description tasks and provides recommendations for improvement.

V. STANDARDS

- A. All employees shall be evaluated at least annually using the agency standard format.
- B. Staff evaluations should be prepared by the immediate supervisor in consultation with their supervisor.
- C. Employees will have the opportunity to submit comments regarding the content of the evaluation.
- D. Performance objectives should be modified any time performance expectations change.

VI. PROCEDURES

Evaluation

Individual Responsible

Action

Immediate Supervisor

1. Develops employee goals and objectives for the coming year.
2. Meets with their supervisor to discuss staff evaluations.
3. Completes evaluation annually.
4. Presents evaluation and discusses goals and objectives with employee.

Employee

1. Reviews and signs evaluation. Comments if desired.

VI. PROCEDURES (continued)

Individual Responsible
Immediate Supervisor

Action

1. Give the employee one copy of the signed performance evaluation.
2. Send the original performance evaluations to Human Resources.

VII. REFERENCES

None

VIII. EXHIBITS

A. Evaluation Form