# Proposed Revision of Program Operations Manual

# Section C: Annual Performance Evaluation

# *CURRENT POLICY*

**ANNUAL PERFORMANCE EVALUATION**

A performance evaluation of regular employees will be completed by the immediate supervisor annually on or within thirty (30) days of the anniversary of the employee’s date of hire for the current position.

The Personnel Evaluation form is to be used for all evaluations. Scoring will use the system on that form in order that all employees are rated consistently. Supervisors will measure performance against the rating criteria.

Before preparing the evaluation, supervisors should meet informally with other individuals who assign work to the individual being supervised to ensure that all performance issues are identified in the evaluation.

After the supervisor has prepared and presented the written evaluation to the employee being evaluated and they have each signed it, the Executive Director will review and sign it to complete the process.

# *PROPOSED REVISION*

# ANNUAL PERFORMANCE MANAGEMENT REVIEW

An annual performance management review of regular employees must be completed by the immediate supervisor(s) on, or within thirty (30) days of, the anniversary of the employee’s date of hire for the current position.

All performance reviews will utilize the on-line Performance Management Review system “ReviewSnap” in order that the efforts of all employees are assessed consistently. Supervisors will measure performance against the rating criteria entered into that system. Those criteria will include performance measures relevant to the position as well as to the requirements of funding agreements that support the position and to the NPAIHB Strategic Plan.

Before completing the evaluation, supervisors should meet informally with other individuals who assign work to the individual whose work is being reviewed to ensure that all performance criteria are fully considered in the review process.

After the supervisor and the employee have completed each part of their review process, have met to discuss it, and signed the review, the Executive Director and Human Resources Coordinator will review and sign it to complete the process.