

Performance Appraisals

Policy: PA-01

Last Revised: 2/12/95

Effective Date: 1/10/95

1. POLICY

- 1.1. All Your Small Co., Inc. employees will have a detailed meeting with his/her supervisor at least once a year to discuss the employees current job position, performance, career goals, and improving performance.

2. RESPONSIBILITY

- 2.1. The Director/Manager of Human Resources is responsible for this procedure and ensuring compliance with this policy. Where problems arise, the Director/Manager of Human Resources is responsible for arbitrating and/or resolving issues that may arise from the use of this procedure.

3. PROCEDURE

- 3.1. On an annual basis, each employee, whether exempt/salaried or non-exempt/hourly, will have a written review and discussion of their performance conducted by the supervisor.
- 3.2. There are special circumstances which may prompt a review in a shorter period of time. Under all circumstances, however, each employee will have every opportunity to comment in writing on any part of the evaluation covered.
- 3.3. All completed performance appraisals are required to have two levels of management of review and approval. The supervisor must ensure that his/her supervisor/manager has review the appraisal prior to holding the review with the employee.
- 3.4. The detailed discussion should cover the following topics:
 - 3.4.1. Employee's position description, including his/her responsibilities and authority levels. The position description and goals should be discussed with the employee, initialed and dated by the employee at the beginning of the appraisal period. Changes to the position description and goals should be updated and initialed and dated each time responsibilities or goals change significantly.
 - 3.4.2. Employee's performance over the appraisal period. Whenever possible, this will include actual achievements

Posted on Performance Appraisal Tips Help Page

at

http://iso9k1.home.att.net/pa/performance_appraisal.html

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versus plan.

- 3.4.3. Employee's career goals. There should be discussion on whether his/her current position and the projected position at YOUR SMALL CO., INC. mesh with the employee's career goals.
- 3.4.4. Plan for improved performance. Wherever possible, a plan of actions to enhance the employee's performance will be discussed, agreed upon, initialed by the employee and supervisor, and documented.
- 3.5. The performance appraisal will be placed in the employee's personnel file.
- 3.6. After the Performance Appraisal, Human Resources will provide a copy to the employee in an sealed envelope and marked "Confidential".
- 3.7. Annually, a review will be made by Human Resources of personnel files to ensure that all full-time employees have an annual appraisal.
- 3.8. Frequent informal appraisals are encouraged, and requests for appraisals from either the employee or supervisor will be honored.
- 3.9. This procedure is designed as a form of communication between the supervisor and the employee. It is there for required to be done at least 30 days prior to any salary actions. It has been found that salary discussions during a performance appraisal will cause the review to be ineffective.
4. The Performance Appraisal form to be used is PA-01-01. This procedure will be modified to reflect the use of additional forms, should there be a need to develop addition forms.
5. Managing the Performance Appraisal Process

In order to facilitate the performance appraisal within the organization, the following additional steps are recommended as a guideline.

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- 5.1. Review the performance appraisal process with your staff at least annually. Human Resources can assist upon request.
- 5.2. Use of a log to track your employee's performance is recommended. It is easier to take note of employees performance in a diary format, either good or bad, at intervals though out the year than to try to remember the whole last year while filling out the performance appraisals.
- 5.3. Incorporate input from other departments, where applicable, to provide an overall picture of the employee. Also solicit input from customers, team members, etc.
- 5.4. Review the employees job content and performance "standards" as part of the performance appraisal.
- 5.5. Revisit the problem areas more frequently. More frequent feedback allows the employee to correct problem areas sooner and help recognize problem areas before they become major performance issues.
- 5.6. Set clear expectations for all new employees and familiarize them with the performance appraisal process.

Goals/Objectives/Tasks (Three to six typical):

1. _____

2. _____

3. _____

4. _____

5. _____

6. _____

7. _____

Other Accomplishments:

Other Performance Factors (Teamwork, innovation, problem solving, etc.):

<u>Comments:</u>	<u>Satisfactorily</u>	<u>Unsatisfactory</u>
1. _____ _____	_____	_____
2. _____ _____	_____	_____
3. _____ _____	_____	_____
4. _____ _____	_____	_____
5. _____ _____	_____	_____
6. _____ _____	_____	_____
7. _____ _____	_____	_____

(Attach additional sheets, if necessary)

Employee Career Goals: _____

Describe how the current position meshes with career goals:

Performance Improvement Plan:

Employee Comments(Not mandatory):

Employee Signature: _____

Date: _____

Supervisor Signature: _____

Date: _____