



PERFORMANCE APPRAISALS, ANNUAL & INTERIM

At the completion of the three-month Introductory Evaluation Period and annually thereafter, the department head or immediate supervisor will conduct an evaluation of each Staff member's job performance. The Staff member will be requested to sign the Performance Appraisal form and discuss his/her job performance with the supervisor. The Staff member's signature indicates that the Performance Appraisal was issued; the signature does not necessarily imply that the Staff member agrees with all of the contents of the performance review. Supervisors may also issue Interim Performance Appraisals at any time during the performance year as one way of providing performance feedback. At-will employment exists throughout the course of an employee's service.

Each employee should feel free to communicate with his/her immediate supervisor at any time during the year regarding work performance. It is good practice for supervisors to meet with employees during the year to provide performance feedback. In addition, the Vice President for Human Resources is available to answer questions and discuss concerns of either the Staff member or the supervisor regarding the evaluation process, work performance, or specific areas of the employee's job description. Annual Performance Appraisal Forms are provided and distributed to Department Heads for all Staff members by the Human Resources Department. They are to be completed and returned to the Human Resources Department by the date indicated.