

**Procedure Title:****Employment Status & Records****PROCEDURE NUMBER: 2-0-9****Policy Title:**

Performance Evaluation

**Effective Date:**

2/15/2003

**Revision Date:**

1/15/2003

**APPLIES TO:**

- Chapter 2380 – Adult Training Facilities
- Chapter 2390 – Vocational Facilities
- Chapter 3800 – Child Residential and Day Treatment Facilities
- Chapter 6400 – Community Homes For Individuals With Mental Retardation
- Chapter 6500 – Family Living Homes
- Supported Living Program

**PROCEDURE:**

1. Supervisors and employees are strongly encouraged to discuss job performance and goals on an informal, day-to-day basis.
2. Formal performance evaluations are conducted after forty-five (45) days and again at the end of an employee's initial period of 90 calendar days in any position. This period, known as the introductory period, allows the supervisor and the employee to discuss the job responsibilities, standards, and performance requirements of the new position. This review will result in a decision to formally continue or discontinue your employment. Additional formal performance evaluations are conducted to provide both supervisors and employees the opportunity to discuss job task, identify and correct weaknesses, encourage and recognize strengths, and discuss positive, purposeful approaches for meeting goals.
3. Supervisors are responsible for conducting thorough and timely performance reviews with employees who report directly to them. Employees will be notified in advance of their performance review date.
4. Performance evaluations are scheduled approximately every 12 months, coinciding generally with the anniversary of the employee's original date of hire. An employee's anniversary date is defined as his/her first day of employment.

**NOTES:**