

Section/Number: Human Resources – 014	Approval Date: (DD/MM/YY)
Subject: Performance Evaluation	Amendment Dates:
<p>Policy</p> <p>A performance evaluation will be conducted for each employee prior to the completion of his/her probationary period and on each subsequent anniversary of the date of hire or promotion.</p>	
<p>Definitions</p> <p>N/A</p>	
<p>Guidelines</p> <ol style="list-style-type: none"> 1. Performance Evaluations are a method to ensure that employees are receiving effective feedback on how they are performing in their jobs, particularly those areas in which they are performing well and areas where improvement may be required. 2. Performance Evaluations are designed as a positive approach to help employees develop their knowledge, skills and attitudes. 3. Performance Evaluations will be completed on each employee at least once each fiscal year. 4. The Supervisor must complete the prescribed performance evaluation form. <ol style="list-style-type: none"> 4.1. The Performance Evaluation will form the basis for training and development throughout the year. 5. The employee will be given an opportunity to review and discuss the evaluation and to state his/her career development goals. 6. In cases of unsatisfactory performance, the employee will be informed of the areas that are unsatisfactory and measures will be developed to assist the employee to improve. <ol style="list-style-type: none"> 6.1. A further evaluation will be completed within two months of the unsatisfactory performance appraisal or more frequently if necessary. 7. Continued unsatisfactory performance will be identified and may lead to corrective action. 8. The Supervisor and employee will discuss training and development needs for both current and future positions. 	

9. The employee will have an opportunity to comment on the evaluation including any areas where he/she disagrees with the evaluation.
10. The performance evaluation form will be presented to the Senior Administrative Officer for final approval.
11. A copy of the evaluation will be placed on the Employee's Personnel File and a copy will be provided to the employee for his/her records.

Attachments

Sample Performance Evaluation Forms

<http://www.maca.gov.nt.ca/school/tools/index.html>

References

N/A