***HOSPITAL NAME]***

**ADMINISTRATIVE POLICY**

CATEGORY: Personnel **CODE: C-10**

SUBJECT: Employee Evaluations **EFFECTIVE:**

**COORDINATOR: Director of Human Resources**

The employee evaluation is designed to bring a better understanding of the goals and expectations for the employee between the employee and the immediate supervisor. The evaluation provides feedback to the employee, allowing for professional growth, thereby increasing his or her professional development and bringing value to the Hospital.

Times when employees will receive and evaluation:

1. Employees will receive a probationary performance evaluation after they have completed a 90-day introductory period upon their initial hire.
2. When transferring to a new department an evaluation will be done after 90 days.
3. At least annually with the effective date of 1st October (or a date set by the hospital).

All forms are made available in the Personnel Office with the Human Resource Manager. The forms are to be maintained and updated in collaboration with the HR Manager and ADCOM.

The forms should include the following:

1. job-related duties as outlined in the job description with a score of 1-5 to assess the employee’s performance
2. assessment of employee’s demonstration of the values of the hospital with a score of 1-5
3. review of appropriate licensure and certificates with renewal if required
4. stated goals to be achieved by the next evaluation
5. recommended steps based on the assessment – one or more of the following:
6. an extension of the introductory or annual performance review period, e.g., extended illness, not to exceed an additional 90 days. The notice of extension with the reason must be given in writing to the employee and a copy sent to his/her personnel file in the Human Resource Department.
7. Performance improvement plan (for performance related issues)
8. other disciplinary actions
9. date and signature lines for employee and supervisor

The HR Manager should maintain a calendar of hire dates and remind the Department Head of the due dates for the evaluations with enough time for the process to be conducted.

APPROVED:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

DATE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_