



## PROCEDURE 2.2.3: STAFF EVALUATION

Full-time and permanent part-time staff are expected to carry out the duties outlined in their position descriptions in support of the overall operations of Sandburg. During employment, staff are evaluated annually, as well as at the conclusion of any transition or probationary periods, based on their current role.

These evaluations are conducted by the direct supervisor and include feedback in the form of an employee self-assessment and an optional peer review. Based on the evaluation results, a performance improvement plan may be implemented, if necessary.

The evaluation process is administered by human resources.

*Original: 6/97*

*Reviewed: 1/26, 6/26*

*Revised: 11/03, 10/16, 1/26, 6/26*