Performance Reviews Policy

Your supervisor is continuously evaluating your job performance. Day-to-day interaction between you and your supervisor should give you a sense of how your supervisor perceives your performance.

However, to avoid haphazard or incomplete evaluations, Facilities Management conducts a formal review once a year for each employee.

A performance review and job duties update will be conducted annually. New employees or those who have not completed probation may be reviewed more frequently. A review may also be conducted in the event of a promotion or change in duties and responsibilities.

During formal performance reviews, your manager will consider the following things, among others:

- Attendance, initiative and effort.
- Knowledge of your work.
- Attitude and willingness.
- The quality and quantity of your work.
- The conditions under which you work.
- Changes in duties or responsibilities.
- Establish goals and objectives for the next year.

The primary reason for performance reviews is to identify your strengths and weaknesses in order to reinforce your good habits and develop ways to improve in your weaker areas and to communicate changes of job description duties or responsibilities. This review also serves to make you aware of and to document how your job performance compares to the goals and description of your job. This is a good time to discuss your interests and future goals. Your supervisor is interested in helping you to progress and grow in order to achieve personal as well as work-related goals - perhaps he or she can recommend further training or additional opportunities for you.

In addition review and discussion of job descriptions insures that your supervisor, division manager, and director are fully aware of any changes in the duties and responsibilities of each position, and that such changes are recognized and adequately compensated.

Department Policy
Reviewed June 2011