

**Catholic Charities Disabilities Services
Agency Standard & Procedure**

Standard Category	Human Resources
Standard Title	Performance Evaluations
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Standard

Evaluations are a tool to provide feedback to employees regarding the quality of their work, acknowledge a job well done, identify areas needing improvement, clear obstacles to employee performance, determine whether goals are being met, establish new goals, and identify training needs.

Performance evaluations may include the following components:

- Employee's Name
- Supervisor's Name
- Type of evaluation (six month/annual)
- Period evaluated
- Evaluation of performance of job duties
- Review of previously set goals
- Development of goals for next reporting period
- Review of professional development/training needs
- Review of Licenses/Certifications (where applicable)
- Area for employee/supervisor comments
- Review of job description

Completed performance evaluations will be signed by the employee, supervisor, and Agency Executive Director or designee. The original performance evaluation will be filed in the employee's personnel file and a copy will be given to the employee.

Introductory Performance Evaluations:

- An evaluation will be given at the end of the six-month introductory period from the date the person is appointed to the current position.
- There are specific evaluation forms mandated for use by OPWDD for certain positions such as DSP and CSP that CCDS will utilize. All other employees will be evaluated using the standard annual evaluation form for their department.
- At the completion of the introductory period, the evaluation will indicate one of the following: (1) successful completion of introductory period; (2) extension of introductory period, or (3) termination of employment.

- If the employee's introductory period is to be extended, the evaluation must include written measurable goals and timelines to determine success.

Annual Performance Evaluations

Every employee will receive a performance evaluation on an annual basis.

Agency Procedure

1. Each department maintains its own format, style and content of the performance evaluation tool based upon the position and level of responsibility. Any changes to the evaluation tool are made in conjunction with or after the approval by the Human Resources Director.
2. The Human Resources Department provides a departmental list of employees with their evaluation due date and is sent to department managers.
3. Employees will receive evaluations at the completion of the first six month probationary period and annually thereafter.
4. The supervisor or manager completes the evaluation and meets with the employee to review the evaluation.
5. The employee and manager both sign the evaluation and a copy is provided to the employee. In the event an employee refuses to sign, the supervisor/manager should have a witness sign the document verifying that the performance evaluation was given to the employee.
6. The manager forwards the completed evaluation to the Human Resources Department for processing.
7. The Human Resources Director reviews the evaluation and signs for authorization of any associated wage adjustment.
8. Employees who do not make themselves available to meet with their supervisor or manager within a reasonable period of time may have a revised evaluation period.
9. The Human Resources Department provides a list of any outstanding and overdue evaluations to the Executive Director for review as requested.
10. Changes in an employee's position (promotion or demotion) may result in a new performance evaluation date.