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| Performance Evaluations | **Last Revision:** | March 2018 |
| **Last Reviewed** | March 2018 |
| **Applies to the following THA Group of Companies:** | * Island Health Care * Island Hospice * Independent Life at Home * Ideal Aging * THA Services * Palliation Choices * InteguHealth |
| **Included in the following THA Manual** | Administrative Policies & Procedures  Talent Management |

**POLICY**

To establish a uniform performance evaluation and review process for employees of THA Group. This policy applies to all Full-time, Part-time, Casual and Per Visit employees and is conducted after the 90-day probationary period for new hires and annually for all employees.

**DEFINITIONS**

The objective of THA Group is to pursue the continual improvement in the performance of each employee. A performance evaluation and review process is an important component of this objective and an integral part of the leader-employee relationship.

There are three primary objectives in the performance evaluation process:

* It is an assessment of an employee’s past performance over a specific period of time;
* It assists an employee in improving job performance by providing constructive feedback; and
* It provides for the development of goals and objectives for future growth.

Employees will be rated based on prescribed performance criteria. In an effective performance evaluation, the leader will use first-hand knowledge of the employee’s performance, as well as input from others who have observed the employee’s job performance. The evaluation is based on the performance of assigned duties and responsibilities and job-related conduct.

**Performance Evaluation** **Form**— The documented verbal and/or written evaluation that facilitates two-way communication between the leader and employee regarding accomplishments, strengths, weaknesses, and developmental needs. Documented information is filed in departmental employee file and the original forwarded to Talent Management for inclusion in the employee’s personnel file.

**Employee** — For the purpose of performance evaluation, employees are defined as, full-time, part-time, per visit or casual.

**Performance Evaluation** **Retention**— The completed, signed evaluation document, filed in the employee’s personnel file.

**Review Date** — The date on which the employee’s performance evaluation is administered. Formal evaluations are scheduled to be completed once per year. The exact timing and dates will be communicated at the beginning of each calendar year. A probationary period evaluation is also completed prior to the conclusion of the employee’s first 90 days of employment. Employees hired after September 1st each year will only need to have a completed probationary review form on file for his/her annual performance review. However, departments are encouraged to meet with retained employees during their annual review period to familiarize them with the annual performance review process and to establish goals and objectives for the next calendar year.

**PROCEDURE**

1. Full-time, part-time, casual and per visit employees receive a performance evaluation at the end of their 90-day probationary period and annually.
2. Annual and probationary performance evaluations are forwarded to Talent Management once they are completed and reviewed by the leader with the employee.
3. Evaluation of the employee’s performance is based on factors directly related to the responsibilities and duties of the position as it relates to the defined company competencies.
4. To provide a consistent, equitable, and complete evaluation, the following guidelines are applied:
   1. The evaluation is based on active job responsibilities that the employee has been responsible for during the review period.
   2. The performance is based on the review period as a whole, not on one incident or recent performance.
   3. The employee is rated on performance as well as the demonstrated ability to meet departmental/organizational requirements for communication, commitment, ownership and other behavioral attributes.
   4. The leader should also present employee strengths and weaknesses in a constructive and helpful way by focusing on behaviors and outcomes.
   5. The final evaluation form should be signed by both the employee and his or her leader. Then, sent to Talent Management for inclusion in the employee’s personnel file.
5. If the employee does not agree with the evaluation and refuses to sign the evaluation form, an effort is made to have the employee understand that signature indicates acknowledgment, not necessarily agreement. The unsigned evaluation is forwarded to Talent Management with a notation by the leader that the employee declined to sign.
6. Marginal or unsatisfactory performance may be communicated additionally through the Performance Corrective Action policy and procedure.

Performance Evaluation forms may be accessed at the following location: [G:\Approved Forms\Talent Management\Performance Evaluations](file:///\\Tha-fs1\2006\Approved%20Forms\Talent%20Management%20Forms\Performance%20Evaluations)