

Hawkeye Area Community Action Program, Inc.	Policy # 228
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Performance Evaluations	Effective: September 11, 2001
	Revised: June 3, 2003
APPROVED BY: Board of Directors	

Policy Statement

Supervisors and employees are strongly encouraged to discuss job performance and goals on an informal, day-to-day basis.

A formal written performance evaluation will be conducted periodically as outlined in the Probationary Policy.

Additionally, formal performance evaluations are conducted to provide both supervisors and employees the opportunity to discuss job tasks, identify and correct weaknesses, encourage and recognize strengths, and discuss positive, purposeful approaches for meeting goals.

Standard Operating Procedure

Target Audience

All Hawkeye Area Community Action Program, Inc. employees.

Necessities

30 Day Evaluation Sheet
90/180/Annual Evaluation Sheet

Procedure

Probationary Evaluations:

This document is completed for each new employee following 30 days, 90 days and 180 days of employment and this report is intended to show either satisfactory or unsatisfactory completion of this period. The department and employee shall use this report to determine the feasibility of continued employment as well as make recommendations for the direction of future performance.

Probationary evaluations shall include

- Review of the employee's job description and performance objectives including observation
- Data on the employee's performance, including observations
- Review and discuss with the employee
- Allow time for employee to write any comments and sign evaluation from
- The supervisor will sign the evaluation.

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Annual Performance Evaluation for All Employees:

This document is completed on an annual basis. This is a complex and comprehensive evaluation and shall be used by the department and the employee to evaluate each area of the job, suggest improvements, set goals and objectives for the future and measure job performance for the time period stated.

Annual evaluations shall include:

- Review of the employee’s job description and performance objectives including observation
- Data on the employee’s performance, including observations
- Review and discuss with the employee
- Allow time for an employee to write any comments and sign evaluation from
- The supervisor will sign the evaluation.

All evaluations will be turned into Human Resources to be placed into the personnel file as part of the permanent record.

Corrective Work Plan

A corrective work plan will include a detailed plan to correct deficiencies. This plan will include actions that need correction and target dates for completion.

A date will also be set for reevaluation.

Process Manager

This policy was written by the Human Resource Department for use by all HACAP operations. Questions regarding this policy should be directed to the Human Resources Department at 319-393-7811.