

**PURPOSE**

To establish a consistent process for assessing the Agency's staff and volunteers demonstrated ability to achieve the expectations stated in the respective job descriptions.

**POLICY**

The Agency will establish a consistent process utilizing objective, measurable criteria for assessing the Agency's staff and volunteers demonstrated ability to achieve the expectations stated in respective job descriptions, to identify individual growth needs, and to implement an improvement plan, as needed.

**PROCEDURE**

- I. The Agency's performance evaluation for staff will be continuous and will include input from each employee's direct supervisor, from the Agency's staff identified as appropriate by the Agency's Administrator, and from each employee.
- II. The Agency's performance evaluation for volunteers will include input from the volunteer coordinator, from other Agency volunteers if appropriate, and from each volunteer.
- III. Formal performance evaluations will be performed and documented annually.
- IV. All documentation of ongoing performance evaluations (whether positive or negative) will be completed and reviewed with the employee or volunteer, signed by both parties involved and filed in the employee's or volunteer's personnel record.