Performance Evaluations SOPs

1. TL and staff being evaluated each complete their individual portion of the evaluation, then come together to meet to compare/discuss – this can be done with or without a hard copy.
2. First evaluation is done 3 months from hire date.
3. Any concerns prior to the 3 month mark are addressed with the staff, documented in HR notes, communicated to HR Specialist.
4. TL submits completed evaluation to Program Coordinator.
5. Program Coordinator reviews, makes comments.
6. Program Coordinator scans hard copy, if applicable, and uploads the evaluation to the HR drive and to the staff person's HR profile on Sharevision
7. Program Coordinator emails completed evaluation to the staff and the TL, and to HR Specialist.
8. Program Coordinator submits completed hard copy to HR Specialist.
9. HR Specialist ensures Finance is aware of probationary outcome and files the hard copy evaluation in the staff's physical file.