
Subject: Annual Evaluations

Department: HR
Approved By: Steve Williamson

Approved/Amended On: 6/11/2009
Effective Date: 6/11/2009

This policy/procedure supersedes all other policies/procedures of the same subject.

PURPOSE:

It is considered beneficial to employees to provide a formalized review of their performance on a routine basis. It provides an opportunity to provide both positive feedback on performance and also areas that could use improvement. Areas for growth as well as goals for the upcoming year should also be discussed.

POLICY:

Evaluations will be completed by approximately July 1st of each year on all employees that have worked for EMSA for a minimum of three months. Management will initiate the completion of evaluation forms and will meet with each employee regarding his/her performance. Each employee will be given the opportunity to provide a written response to issues raised by his/her supervisor in the performance evaluation and may raise issues of concern to him/her. The form that will be used to evaluate employee performance varies according to position and is available upon request. ~~is attached.~~