

PERFORMANCE APPRAISAL

Formal Performance Appraisals are completed annually. Supervisors and employees are strongly encouraged to discuss job performance and goals on an informal, day-to-day basis. 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. In addition, informal discussions of employee performance and coaching should be expected by employees.