



PROCEDURE

Title/Subject: Personnel Evaluation and Review Process			
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Approved By:		Title: President/Chief Executive Officer	
Approved By:		Title: Program Vice President/CQI Chairperson	
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A Performance Review/Evaluation of each employee must occur annually within 30 days of the employee's hire/anniversary date with The Florida Center for Child and Family Development (The Florida Center). The employee's Performance Review /Evaluation date will remain consistent throughout the employee's tenure with The Florida Center irregardless of promotion or transfer. Performance Review/Evaluations do not equate to any change regarding wage, salary, benefits, job or career advancement.

All personnel are evaluated and reviewed on an annual basis using The Florida Center's "Performance Review/Evaluation" form. The supervisor completes the Performance Review/Evaluation form. Supervisor's written evaluation may be reviewed by the Program's Vice President to help assure that the evaluation has been properly completed in as fair and objective a manner as possible. The supervisor and employee meet and discuss the evaluation, assess the employee's strengths and weaknesses in a constructive manner, and set objectives and performance goals for the next evaluation period.

All sections of the Performance Review/Evaluation should be completed. The supervisor completing the review/evaluation will give the employee an opportunity to examine the review/evaluation and to include his/her own written comments regarding any aspect of it in the "Employee's Remarks" section. The employee and supervisor should then sign and date the review/evaluation. Supervisor and employee may keep a copy of the review/evaluation for his/her reference. Completed Performance Review/Evaluation forms are forwarded to the Human Resources Department and stored in the personnel files.

Between Performance Review/Evaluations, supervisors should discuss with employees any performance issues, both positive and negative, that require attention and should keep records of any significant incidents.

Peer reviews, completed by some departments on a regular basis, may also be used as a performance measurement when completing an employee's personnel evaluation.

Information derived from the Performance Review/Evaluation may be considered when making decisions affecting training, promotion, transfer or continued employment.