



## Policy: 3E-01

Authority: 1001.64, F.S.

Law: 1001.64, F.S.

Responsible Party: Vice President, Human Resources and Diversity

Effective Date: 11/18/1992

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### Volume 3E - Human Resources, Standards for Performance and Conduct; Evaluation, Disciplinary Actions; Dispute Resolution Procedures

## Career Service Employee Performance Evaluations

### Policy Statement:

- A. The performance of each career service employee will be evaluated in writing at least once a year. The purpose of the evaluation will be:
1. To inform each employee of the quality of his or her performance and job progress
  2. To discuss ways to improve job performance, if required
  3. To provide an opportunity for each employee to discuss job problems and interests with his or her supervisor
- B. In the event of performance deficiencies, evaluations may be performed more frequently in order to assist the employee in correcting such deficiencies.

### Related Items

There are no related items for this Policy