

POLICY: 6Hx28:3E-01



Responsible Official:
Vice President, Human Resources and
Diversity

Specific Authority: 1001.64, F.S.
Law Implemented: 1001.64, F.S.

Effective Date: 11-18-1992

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.

Procedures:

- A. The personnel office will forward evaluation forms to departments at the beginning of each fiscal year. Each full-time career service employee who was appointed by June 30 of the previous calendar year, and who is currently employed by the College, will be evaluated.
- B. Evaluations may take place at any time during the first three months of the fiscal year. However, recently hired employees should be evaluated at the end of this three-month period. Evaluations may take place at times other than indicated above if coordinated with the personnel office.
- C. Evaluations may be conducted by the supervisor or the appropriate person designated by the department head.

**Related
Documents/Policies:**

**Policy
History:**

Adopted 10-22-80; Amended 1-19-83; Amended 11-18-92; Formerly 6Hx28:9-08; Formerly 6Hx28:09-09

**Procedure
History:**

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