

NWF Health Network Policy & Procedure

Series: 1100: Human Resources

Policy Name: Performance Appraisals

Policy Number: 1112

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Regulation: CFOP 60-5

Policy

It is the policy of NWF Health Network (NWFHN), to establish a timeframe and procedure for an annual review of an employee's performance level.

Procedure

A. The Performance Appraisal will:

1. Lay the groundwork for a promotion or salary increase for an employee, an appraisal does not guarantee an adjustment in employee compensation.
2. Attempt to motivate a less-than-stellar performer who has the potential for greater achievement.
3. Lay the groundwork for the dismissal of an uncooperative, incapable or otherwise unacceptable worker.
4. Help NWFHN conduct an inventory of its personnel in search of ways to improve efficiency and productivity, reduce redundancy and find available workers for new assignments.

B. The Performance Appraisal will be based on a thorough and conscientious observation of the employee and work performed.

1. The Performance Appraisal will not be biased against a particular employee or group of employees.
2. The criterion used in the evaluation is the same for all employees with the same responsibilities.
3. The employee's immediate supervisor will evaluate the employee's work, prepare the evaluation and personally meet with the employee to review his/her progress.

C. Questions to consider when conducting a performance appraisal are:

1. Is the assigned work being accomplished on schedule?
2. Are the results of the expected quality?
3. Are all guidelines and rules being followed?
4. Is the employee above average, average, below average in productivity?
5. Are tasks properly organized and prioritized?
6. Does he or she properly represent NWFHN in dealings with customers, clients and other agencies?
7. Is he or she a candidate for promotion or additional responsibilities?
8. Is the employee in need of a strong push to encourage better performance or closer adherence to guidelines and rules?

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- 9. Is the employee so significantly below expectations that NWFHN needs to initiate the dismissal process?
- D. Written evaluations of each employee's performance will be scheduled on or near the end of the six-month probationary period and annually thereafter no later than January 31 for the previous calendar year's evaluation period.
- E.
- F. The employee's immediate supervisor will evaluate the employee's work, prepare the evaluation and personally meet with the employee to review his/her progress.
- G. Evaluation factors should include skills and abilities required of the job, job duties, goals and objectives.
- H. Employees are given the opportunity to include written comments before entry of the evaluation into personnel records, to sign the performance review and obtain a copy.