



## Northlands College Policy Employee Evaluation

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### **POLICY STATEMENT**

This policy has been established to enable each employee to receive regular feedback on his/her job performance, and to assist him/her to become more effective in his/her position.

### **DEFINITIONS**

Formative evaluation: an assessment that is conducted with the goal of gathering feedback that can be used to guide improvement on an ongoing basis, and during the summative evaluation process.

Summative evaluation: the goal of a summative evaluation is to measure the level of success or proficiency that has been obtained at the end of an evaluation cycle.

#### Evaluation Types

1. Prior to Completion: Each position is subject to a specific probationary period based on the Collective Agreement. If an employee's contract ends prior to the completion of his/her probationary period he/she will receive an evaluation prior to the completion of his/her contract.
2. Probationary: A summative evaluation is conducted at the conclusion of each employee's probationary period.
3. Follow-up: A summative evaluation is conducted once every two (2) years following the completion of the probationary period.

### **GUIDELINES**

The principle objectives of performance evaluation are to:

- Evaluate and improve performance,
- Facilitate mutual feed-back and communication between the employee and the supervisor,
- Develop or modify objectives, and the means to implement those objectives,
- Plan professional development and training.

The supervisor and employee are strongly encouraged to either:

- discuss job performance and goals on an informal, day-to-day basis, or
- participate in the formative evaluation process regularly.

The supervisor is responsible for ensuring that summative evaluations are completed in a timely manner as required.



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### PROCEDURES

Summative (prior to completion, probationary, follow-up)

1. The supervisor will initiate the summative evaluation process by informing the employee of the evaluation process, providing the employee with the appropriate form, and scheduling a time and location to meet to discuss the completed evaluation.
2. The employee will review the evaluation form and complete the “employee comments” sections, forwarding the document to his/her supervisor once complete.
3. The supervisor will rate the employee’s performance in each area and complete the “supervisor comments” section.
4. The supervisor and employee will meet to discuss the evaluation. Both will sign the form and forward it to the appropriate Director for signature.

If it is determined that the employee needs improvement or performs at an unsatisfactory level in any area, an employee improvement plan is to be initiated. Please contact the Human Resources Manager for more information.

Policy Originated: December 4, 1996	Approved by: President & CEO
Last Approved: January 2018	Signature: 