

## Ingersoll Support Services Inc.

### Policy: Performance Appraisal

**Policy # HR 6**

Section: Human Resources

Approved by the Board of Directors: *March 19 2009*

Procedure Revision: *May 2012*

Ministry requirement - yes

Review Date: September 26 2017

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*Each employee will participate in an annual performance appraisal process with his or her supervisor.*

### **Procedure:**

1. The Executive Director or designate will select the performance appraisal form used to conduct appraisals.
2. The supervisor should ensure that the employee understands the performance appraisal procedure and the format used by ISSI. The target date for the Annual Appraisal is the employee's anniversary date.
3. The employee and the supervisor will complete the form and arrange a meeting to discuss the performance of the employee. The meeting should be a joint discussion of the appraisal and provide the opportunity to examine details of performance.
4. It is expected that in the course of regular and ongoing supervision, the employee will have been made aware of any performance issues including their gifts and strengths. The performance appraisal will give consideration to the persons receiving support, including their input and/or reflection on their personal plans.
5. The employee will have the opportunity to provide additional comments in writing, becoming part of the performance appraisal report.
6. Performance and learning objectives should be established for the coming year as part of the appraisal process (as per Policy HR 17.1).
7. The performance appraisal is to be signed by the employee and the supervisor and forwarded to next level of supervisor for review and then placed in the employee's personnel file.
8. A copy of the performance appraisal is to be provided to the employee upon request.