

**Good Samaritan Health & Wellness Center**  
Policies and Procedures

Subject: Performance Appraisal

Policy #: 1.5

Prepared by:

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## 1.5 Performance Appraisal

Each employee will be evaluated by the Personnel Committee and/or such employee's supervisor.

This helps the employee to know at what level s/he is performing his/her duties.

At the time of employment, or upon the occasion of receiving a substantially different assignment, each employee and his/her supervisor will hold an initial meeting at which time the employee's Job Description and first year job performance objectives will be thoroughly discussed and formally agreed to by the employee.

At the end of the first 90 days of employment, the performance of each new employee will be carefully reviewed. Where appropriate, a plan will be mutually developed to help the new employee achieve a higher level of performance. If the new employee is not suited to or qualified for the job, s/he will be terminated or, if one is available, reassigned to a position for which s/he is qualified. At each anniversary of the employee's date of employment, or substantial job change, the supervisor will conduct a face-to-face annual performance appraisal with the employee. At a minimum the appraisal session will include:

- A discussion of overall job performance with specific reference to success in meeting stated objectives.
- A discussion of perceived job performance roadblocks as seen by the employee.
- An identification of demonstrated strengths and weaknesses with proposed developmental activities.
- Setting performance objectives for the next 12 months (and and longer range goals that are appropriate).

Following each performance appraisal session the supervisor will prepare a written summary of the session which will be signed by the supervisor and the employee. The original will be placed in the employee's personnel file with a copy going to the employee.