

Procedure

Procedure # 3.02.22

Effective Date 11/29/95

<p><i>(Impact Area - Dept Name)</i></p> <p>Employees</p>	<p><i>(General Subject Area)</i></p> <p>Conditions of Employment</p>	<p><i>(Specific Subject Area)</i></p> <p>Annual Performance Evaluation</p>
<p>Relates to Policy # 3.02.22</p>	<p>Author: President's Cabinet</p> <p>Supersedes Procedure # New</p>	
<p>Legal Citation (if any):</p>		
<p>North Idaho College</p>		

Procedure Narrative

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Done properly, evaluations are an effective way to improve communication between supervisor and employee, and to improve employee performance.

All continuing or probationary non-faculty employees of North Idaho College will be evaluated in writing by their immediate supervisor at regular intervals. Written evaluations will be completed on a form provided by the Human Resources Department or on another form approved by the appropriate vice president and the director of Human Resources. These evaluations become part of the employee's personnel file and the original evaluations are kept by the Human Resources Department. Copies of evaluations may be kept by the supervisor and employee. Evaluations should begin with and be based upon an accurate, up-to-date job description. All evaluations are partly formative (aimed at improved job performance) and partly summative (used as a basis for decisions including performance-based rewards or promotions). The office of Human Resources is eager to help supervisors learn how to properly conduct employee evaluations.

Probationary employees, including employees reassigned to new duties, should be evaluated at least twice during their six month probationary period. Under some circumstances, the probationary period may be extended beyond six months with the concurrence of the appropriate vice president and the director of human resources. Continuing employees should be evaluated at least annually.

Employees have the right to appeal evaluations from their immediate supervisor to the next level of supervision. In some cases, evaluations may become part of a procedure for documenting unsatisfactory performance which, if not corrected, can lead to termination. That procedure is provided in the NIC Policy Manual.