



Team Name: Human Resources	Reference Number: ORG.1510.PL.013
Team Lead: VP - Human Resources	Program Area: Human Resources
Approved by: VP - Human Resources	Policy Section: General
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POLICY SUBJECT:

Performance Evaluation

PURPOSE:

Southern Health-Santé Sud embraces a management philosophy which recognizes that people are the most important component in our organization. This implies that employees are managed effectively and with appropriate respect for the individual. Employees have opportunities to develop their potential and use their abilities. They can expect to hear timely and balanced feedback on their performance. Managers at all levels can address these objectives using the framework provided by this Policy.

BOARD POLICY REFERENCE:

Executive Limitation (EL3) Treatment of Staff

POLICY:

A Performance Evaluation shall be conducted on all employees of Southern Health-Santé Sud on the following basis:

- New Employees: prior to the end of the employee's probationary period.
- All Other Employees: a minimum of once every two years.

The Performance Evaluation is conducted on the employee primarily for the following reasons:

- as a vehicle to determine the employee's overall suitability for employment within Southern Health-Santé Sud.
- as a vehicle to assist the employee to improve his performance on the job through a better understanding of his strengths and weaknesses as they pertain to his job.
- to provide a formal vehicle of assessment which can and should be used in determining merit increases for performance and for future promotion.

PROCEDURE:

Performance Evaluations should be done by the employee's immediate supervisor and should be reviewed by the employee's department head.

Upon completion of the formal Performance Evaluation, the employee must be given an opportunity to review and comment on the evaluation document and discuss the Performance Evaluation in detail with the immediate supervisor. Depending upon individual departmental policies and practices, the department head and/or division director may also desire to discuss the Performance Evaluation with the employee.

Upon completion of the formal Performance Evaluation document and discussion with the employee, the original copy of the Performance Evaluation document will be forwarded to the personnel file and a copy of the Performance Evaluation document will be given to the employee for their records.

SUPPORTING DOCUMENTS:

[ORG.1510.PL.013.SD.01](#)

[ORG.1510.PL.013.SD.02](#)

[ORG.1510.PL.013.FORM.01](#)

[ORG.1510.PL.013.FORM.02](#)

[ORG.1510.PL.013.SD.03](#)

Performance Conversations Discussion Guide

Performance Evaluation-Tips for Coaching Effectively

Performance Conversations Form

Performance Evaluation Learning Plan

Performance Conversations FAQs