**Annual Performance Evaluation Process**Created December 2015

Each employee at Urban Adamah will receive an annual performance review. The purposes of an annual review are to:

* Provide each employee an opportunity to receive regular, comprehensive feedback on their performance from both their supervisors and their supervisees, as well as other staff with whom they work very closely;
* Create an opportunity to set goals for job performance and professional development in the coming year; and,
* Inform salary adjustments and any other adjustments to terms of employment.

In a year in which an employee’s letter of understanding is subject to renewal, the review should take place in advance of the letter’s expiration. Performance reviews take place between an employee and their supervisor. If negotiations regarding salary, benefits, responsibilities, or other terms of employment are part of the letter of hire review process, the supervisor should meet with the Executive Director in advance to decide what the offer will be. If the employee wants to further negotiate their salary or benefits, they can meet with the Executive Director after the performance review.

A performance review meeting should be scheduled at least two weeks in advance of the employee’s anniversary of employment. Those attending should be the employee and direct supervisor(s). If a performance review takes place after the anniversary of employment, all salary adjustments shall be retroactive to the anniversary date.

Prior to the performance review meeting, the following should occur:

1) The employee should fill out the self-evaluation form, which should address goals set and agreements made the prior year and also includes job performance and professional development goals for the coming year.

2) The employee should fill out the supervisor performance review.

3) The employee should email those they work closely with asking for them to email their supervisor with in-depth feedback about both strengths and weaknesses that they think would be useful for the employee to hear. This feedback shall be kept anonymous and confidential unless the person providing the feedback chooses to share the feedback directly with the employee as well as their supervisor.

4) The supervisor should fill out the self-evaluation form.

5) The supervisor should fill out the supervisee performance review and should directly address goals set and agreements made the prior year.

\*If the supervisee is co-supervised by anyone else for parts of their work, their performance review should be sent to that person for additional comments.

Form Location: Dropbox > Admin > Human Resources > Performance Evaluations

6) Forms should be exchanged simultaneously 24-48 hours in advance of the meeting.

7) At the meeting, the employee and supervisor should:

* Discuss each of the forms, as well as any feedback received from other staff (this can be delivered orally or in writing at the meeting in a manner that does not make evident who shared the feedback);
* Agree upon any changes that the employee and/or supervisor will make to improve their job performance;
* Agree upon job performance and professional development goals for the employee for the coming year;
* Discuss letter of understanding adjustments and agree on changes or next steps to negotiate changes.

8) After the meeting, the employee should write up agreements and goals regarding job performance and professional development and circulate those to the supervisor to confirm they are in agreement. Both the employee and the supervisor should sign the agreement, a new letter of understanding if appropriate (which must also be signed by the Executive Director.)

9) The supervisor shall then send the agreement, letter of understanding, and all other forms, to the Business Manager and also to their own supervisor. The Business Manager will store hard copies in personnel files and digital copies in confidential Dropbox folders.