



TEAM MEMBER GUIDE

109 PERFORMANCE EVALUATION

Team Members are strongly encouraged to informally discuss their job performance with their Manager on a regular and informal basis.

In conjunction with informal discussions, formal cooperative performance evaluations are conducted in order to discuss job tasks, identify areas of growth, encourage and recognize strengths and discuss positive, purposeful approaches to meet goals. This is also an excellent opportunity to discuss and review career development/planning and objectives. (Please refer to the performance appraisal forms – Located on the PORTAL under: *HR & Payroll Forms / Performance Appraisals*)

Completion of an informal or formal performance appraisal does not entitle the Team Member to a wage adjustment. Results from the evaluation will provide management with important data to aid in making decisions concerning job assignments and training needs. Team Member performance evaluations are confidential and are accessible only to authorized personnel.

Performance evaluations are to be signed by the evaluating Manager and the Team Member. A copy of the evaluation should be given to the Team Member and the original must be sent to the Human Resources Department, where it will be placed in the Team Member's personnel file.