

Performance Evaluation Guide

Performance Evaluations conferences will be conducted upon completion of every employee's probationary period and at least once a year. The evaluations are intended to be comprehensive discussions of the accomplishments and successes as well as how employees can be more successful in their jobs. The performance evaluation shall be documented in writing and placed in the employee's personnel file.

To ensure consistency across departments, job performance will be rated based the Performance Scale and assigned the corresponding numerical value:

Exceeds: Scale 3 Consistently does outstanding work, regularly going beyond what is expected of employees in this job due to the effort and skills of the employee. Employee generally is doing a very good job.

Meets: Scale 2 Performance consistently met job requirements, and the quality of work overall met the expectations.

Needs Improvement: Scale 1 Performance may occasionally fail to meet all job expectations, improvement is needed. A development plan to correct performance, including timeliness and needs for monitoring for measuring progress will be put in place.

For those competencies where the employee needs to show improvement, engage the employee in the process of establishing a corrective action plan. Collaborating with the employee will provides them with ownership and will demonstrate that you, as their supervisor are committed to their job success.

Village of Bald Head Island Competencies and apply to all VBHI employees.

Department defined Competencies. This is the area that you will need to add the specific competencies that are related to an individual's position. For example: I would include statements on how the HR Specialist performs processing bi-weekly payroll.

Managerial and Supervisor Competencies and should only be used for employees holding this position title.

Goals either set in the last performance evaluation or in the current evaluation are developed and discussed.

Performance Factors: This is the section to recognize any performance recognitions for going above and beyond, education and certifications completed and follow-up discussion on progress for any disciplinary issues that have been previously discussed with the employee.

Summary and Comment: Have your statement ready before meeting with the employee. Allow the employee to take a copy of the evaluation with them and allow them 1 week to provide comments. This is will allow the employee to provide thoughtful and meaningful comments.