

10.00 Performance Evaluations

The College requires a performance evaluation near the end of your first 90 days of employment period and annually thereafter for each regularly employed staff member.

The purposes of the performance evaluations are:

1. To increase the effectiveness of each staff member and department, thereby increasing the effectiveness of the College.
2. To increase the staff member's awareness of professional strengths and weaknesses.
3. To establish a basis for counseling and making personnel decisions.
4. To identify opportunities for personal and professional growth.

The completed evaluation shall be signed by you, your supervisor, and your general officer and filed in the Human Resources Office. The evaluation process will begin July 1 and all evaluations must be received by no later than August 15.

If you do not receive a performance evaluation within the time set by Birmingham-Southern for performance evaluations to be administered, it is your responsibility to remind your supervisor. If you still do not receive a performance evaluation within the time set by Birmingham-Southern College, you must report it to the Human Resources Office.