
Policy Name: EMPLOYEE PERFORMANCE POLICY

Policy Owner: Director

Policy Code: 107

Policy Effective Date: August 7, 2017



107.1 - Employee Performance Policy

This policy implements and manages employee performance development and improvement within Montana Barber Institute.

107.2 - Purpose

The administrative office will maintain an employee evaluation form to ensure it is in line with the Institutes expectations. The process will include a common review date that includes an annual evaluation that will document past performance and future expectations.

107.3 - Procedures

Supervisors will initiate an Employee Evaluation Form for each employee on the common review date.

The Employee Evaluation Form will include

1. A review of the job description;
 - a. The supervisor and employee will review the job description to make sure it accurately reflects the essential functions and responsibilities of the position.
 - b. If a revision is needed the supervisor will work with Institute Director and the Administrative Office to initiate a position classification review.
2. Job performance expectations;
 - a. Supervisors, in conjunction with the employee, will set observable and measureable expectations that are in line with the Directors and Institute goals.
 - b. Expectations are based on responsibilities of the position and include objectives, outcomes, behaviors and special assignments.
3. Development goals; and
 - a. The supervisor and employee will determine development goals at the beginning of the performance period. The employee may request training or additional resources.