Performance Review Standard Schedule

May – Send blank review form for employee self eval

Expect one personal improvement goal

June – Add my comments

Compare to last year

Document progress on goals

Include their goal and at least one group goal

Share with supervisor

July – Pay increase recommendations to Director

Give completed evaluation to each employee

Schedule 1:1 meetings

Meet with each employee to review discuss and set goals

Through year document achievements and positive interactions

As well as patterns of mistakes or failures, or patron complaints.

Keep records of specific incidents that indicate patterns both pos and neg.