



**Policy #: HRM -5**

**Page #: 1 of 2**

**Ref #:** 1302.101(a)(2);  
Personnel Policies 320, p. 44;  
DCL 1240-04-01-08(3)(c)(9)

**Policy Council Approval Date:**  
**10/29/19**

**COMPONENT: PROGRAM DESIGN AND MANAGEMENT – HUMAN RESOURCE**

**SUBJECT: STAFF PERFORMANCE APPRAISALS**

**PERFORMANCE OBJECTIVE:** To ensure that the agency, at a minimum, perform annual performance reviews of each Head Start staff member and use the results of these reviews to identify staff training and professional development needs and assist each staff member in improving his or her skills and professional competencies.

**POLICY AND PROCEDURE:**

Specific goals of the evaluation program include:

- Assist supervisors and employees in establishing and documenting work standards and performance expectations.
- To identify specific job-required and job-related training needs for the employee.
- Encourage regular and constructive job-related communication between supervisors and staff.
- Encourage employee involvement and initiative in work planning and goal setting.
- Provide a constructive and defined process for performance improvement.
- To encourage the employee to continue to improve his/her job performance and to develop greater responsibility.
- Provide for specific professional development plans and goals.

**Ongoing Processes:**

Both supervisors and staff monitor performance and provide day-to-day ongoing communication and feedback. Staff are encouraged to bring concerns, obstacles and questions to supervisors that relate to performance and expectation issues and likewise supervisors are responsible to provide clear expectations, support through training and coaching and timely answers to questions.

Revised: 10/08/18

Progress and achievements should be documented; examples are educational & training achievements, leadership and problem solving abilities and active participation in program activities. Likewise supervisors should document recurrent performance problems and when needed clarification of various policies/procedures or job expectations.

Staff and supervisors should also be aware of training and educational opportunities and resources for professional development. Professional Development Plans as well as program educational/training requirements should provide the framework for continued staff development.

Staff who attend in-house training are required to sign an attendance roster and data from the roster is then entered into ChildPlus. Staff who attend out of house training or attain educational credits need to forward copies that document attendance (i.e. transcripts, certificates) to the Operations Manager.