

1.4 PERFORMANCE EVALUATIONS

The agency shall have a process for evaluating employee performance. At minimum the program will include a written or electronic annual evaluation of performance conducted by agency leadership with the employee.

Knowledge/awareness:

The agency will make employees aware of the program through policy.

Proficiency:

The agency shall provide retain copies of every evaluation for review.

Compliance:

Each employee will acknowledge receipt of the evaluation and the event will be documented in their employee file.