

### **XIII. APPRAISAL OF WORK PERFORMANCE**

#### **A. POLICY**

Appraisal of work performance shall be made fairly and objectively on a continuing basis and shall be discussed with the employee from time to time but at least once annually.

#### **B. PROCEDURE**

##### **1. Job Content**

The responsibilities of each position will be explained to the employee by each supervisor at the time of hire or whenever job content is changed. Job content should be reviewed and discussed from time to time to ensure that the employee and supervisor have a common understanding. The position description (for functional activities) should be reviewed and further defined or modified, as necessary.

##### **2. Standards of Performance**

No less than annually, the supervisor and employee should develop a mutual agreement of the significant aspects of the job, the performance goals, and the level of performance expected.

##### **3. Performance Appraisal**

- a. No less than annually, via the Center's performance appraisal process, each supervisor will compare each employee's actual performance with the performance goals developed in previous discussions. This may be a composite evaluation for employees working in more than one program area. The supervisor will collect information from all pertinent sources.
- b. Consistent with the defined purpose of AURA scientific staff, all members of the scientific staff will be evaluated with respect to their research and Center service efforts annually for the purpose of salary increases.
- c. The supervisor will complete a written performance evaluation and discuss this evaluation with the employee from time to time, being certain to solicit the employee's own views. The performance appraisal will be submitted to the Center Human Resource Manager. A copy of the performance appraisal will be given to the employee.
- c. The employee is encouraged to submit written comments as part of the appraisal process and for inclusion in with the employee's performance appraisal.