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## **Performance Evaluations**

The College believes that performance evaluations are a constructive means of improvement for both the employee and the College. Employees who have successfully completed the introductory period will normally be given a performance evaluation, no less than every three years. These reviews may be more frequent, at the College's discretion.

During performance evaluations, employees will be counseled concerning the strengths and weaknesses of their job performance, attitude toward work, attendance, and other relevant areas. Employees are encouraged to provide feedback about the evaluation.

The goals of the performance evaluation review are as follows:

1. To improve the employee's understanding of the job, the objectives of the position and how well the employee meets these objectives.
2. To encourage the employee's personal and professional growth.
3. To provide for objectivity in the assignment, promotion, transfer, and training of personnel.
4. To provide information for the determination of merit pay increases.

Pay increases are based on a number of factors and a favorable performance evaluation will not necessarily result in a pay increase or promotion.

Written performance evaluations will be discussed with the employee and will be placed in the employee's personnel record. Employees are given the opportunity to provide a written response to the evaluation within five days.