

Agency Name
Transit Policies and Procedures

Subject	Performance Reviews
Section	Personnel
Effective Date	
Approved By	
Approval Date	

Purpose

Establish a procedure to evaluate each employee's performance.

Definitions

Performance review: A formal assessment where supervisors evaluate an employee's work performance, identify strengths and weaknesses, offer feedback, and set goals for the future.

Procedure

Develop a process for conducting annual performance reviews for all employees. Create a form for the performance reviews that can be referenced in subsequent years to assess progress. Completed forms should be kept in each employee's personnel file and should contain the following sections:

- The employee's achievements.
- The employee's strengths and weakness.
- Ways to improve weaknesses.
- Ideas for improving job efficiency.
- Clear goals for the next year.

Each employee and their supervisor should meet privately to formally discuss the employee's recent performance as measured against their job description and the previous year's goals. Performance appraisal results should be used for the following purposes:

- Determining if an employee is meeting performance standards.
- Deciding if an employee qualifies for a promotion.
- Gauging if training or development assistance is needed.
- Identifying if layoffs are required.

Responsibilities

It is the responsibility of each Supervisor to conduct annual performance reviews and offer meaningful feedback to their employees.

Example

See attached template.

PERFORMANCE REVIEW

DATE:	
EMPLOYEE'S NAME:	
EMPLOYEE'S JOB TITLE:	
SUPERVISOR:	

ACHIEVEMENTS:

STRENGTHS AND WEAKNESSES:

IDEAS FOR JOB EFFICIENCY IMPROVEMENTS:

GOALS: