

Subject: Performance Evaluations	Effective Date: December 2006
Responsibility: Human Resources	Revision Date: September 2011

**Policy:**

KRA Corporation (KRA) conducts Performance Evaluations to measure and ensure productivity, efficiency, and effectiveness, and to provide employees with meaningful feedback about their performance. KRA uses Performance Evaluations to make personnel decisions related to such areas as training, compensation, promotion, job assignments, retention, and long-range operational planning. Performance Evaluations are participatory in nature and include the employee's input as well as that of the rating Supervisor (Officer, Director, Manager, et al). In this way, employees actively contribute to their own professional growth and development and, consequently, that of KRA. Informal, written evaluations must be conducted 90 days after employment, but may be performed at other times, as appropriate. KRA believes that on-going, specific feedback is essential to all employees' development and success.

**Procedure:**

Performance Evaluations occur annually during the last quarter of the fiscal year for KRA corporate staff employees. Due dates for completed evaluations may vary from worksite-to-worksite but must be conducted *at least* annually, per the worksite's contract, for all employees who have been employed for no less than 9 months outside of Headquarters (HQ).

Factors evaluated during formal Performance Evaluations include the employee's quality and quantity of work, work habits, interpersonal relations, and adaptability to technical and managerial responsibilities.

Employees are encouraged to complete a Self Appraisal evaluation, and to forward to his/her Supervisor by the assigned due date. Each employee will then meet with his/her Supervisor to discuss accomplishments and challenges for the evaluation period, and to establish qualitative and quantitative SMART (Specific, Measurable, Attainable, Realistic, Timely) goals for the upcoming year. This is also an opportunity for the Supervisor and employee to discuss anticipated educational/training assistance that will contribute to his/her overall professional growth and development.

Employees must sign the Performance Evaluation as acknowledgement of its contents and the discussion with the Supervisor. An employee's signature does not mean that he/she agrees with all the contents of the evaluation. The employee may include his/her disagreement, in whole or in part, on the form before signing. The employee must be given a signed copy of the completed Performance Evaluation.

The original, signed Performance Evaluation must be sent to the Human Resources Department to be retained in the employee's personnel file.