

Annual Performance Review

Applies to: All regular employees

Policy Statement:

Supervisors are expected to formally review their employees' performance. A performance review is a part of the overall performance communication process. This review provides an opportunity for the supervisor to acknowledge an employee's achievement, discuss how to improve and maintain her or his performance, and for the supervisor and employee to establish future goals. Employees at all levels benefit from hearing what job expectations their supervisors have, receiving guidance on how these goals might best be accomplished, and receiving feedback on all aspects of their performance.

Annual Increase

Salaries are reviewed annually in May/June with any increase normally made effective at the beginning of the fiscal year (July 1). Employees hired before (or on) March 1 are eligible for an annual increase.

Procedures:

During the performance review, supervisor reviews the employee's work during the prior year for effectiveness and contribution to departmental objectives and institutional mission. Supervisors generally conduct performance evaluations between April and July; however, they are encouraged to maintain an ongoing dialog with their employees. Annual increase recommendations are collected in conjunction with the annual budget review.

Documentation:

Performance evaluation forms can be found at the following link:

<http://www.dartmouth.edu/~hrs/forms/index.html>

After the review has been completed, the supervisor should send it to the Office of Human Resources, which maintains written documentation of the review in each employee's personnel file. Employees should sign official performance reviews to indicate that they have seen the review.