

## **SECTION IV: PERFORMANCE ASSESSMENT**

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### **POLICY: PERFORMANCE ASSESSMENT**

**CODE NUMBER: 4.01.01**

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#### **OBJECTIVES**

The performance assessment process is intended to meet the following objectives:

- \* to provide periodic feedback throughout the review period
- \* to discuss and document, on at least an annual basis, the staff member's performance
- \* to recognize the staff member's contribution to the goals and objectives of the unit
- \* to enhance communication between the supervisor and the staff member and provide an opportunity for the staff member to provide meaningful input on their role in the work of the unit
- \* to develop goals and objectives within the terms of the grant/ funding for the following review period and plan for professional development

#### **THE PROCESS**

During the review period, the supervisor will monitor and provide periodic feedback to the staff member on his/her progress toward the achievement of pre-established goals and objectives.

Performance assessments will be conducted for all Senior Research Associates and Research Associates (Limited Term) on an annual basis. The supervisor will review the staff member's annual Activity Report, which summarizes his/her achievement of pre-established goals and objectives for the review period, and will discuss and provide, in writing, feedback on these achievements, identifying areas of strength and areas requiring improvement.

The achievement of goals and objectives, along with the overall quality of work and contribution to the unit, will be taken into consideration in the overall performance rating.

The supervisor and the staff member will discuss and establish goals and objectives for the next review period, and may also discuss any professional development plans that take into consideration the established goals and objectives as well as the performance needs and interests of the staff member, as appropriate.

A Senior Research Associate or Research Associate (Limited Term) may request an annual performance assessment when one has not been initiated by his/her immediate supervisor.