

### **3.17 Performance Evaluation**

Policy:

It is the policy of Licking/Knox Goodwill Industries, Inc. to provide formal performance evaluations at which time job tasks, strengths, and weaknesses are discussed for meeting goals and job performance.

Procedure:

Supervisors and employees are strongly encouraged to discuss job performance and goals on an informal, day-to-day basis. Additional formal performance evaluations are conducted to provide both supervisors and employees the opportunity to discuss job tasks, identify and correct weaknesses, encourage and recognize strengths and discuss positive, purposeful approaches for meeting goals.

Performance evaluations are scheduled per the schedule listed below, coinciding with the anniversary of the employee's original date of hire and depending on job classification in order to meet Department of Labor Regulations.

Non-Federal contracts and retail: 30 days and 90 days-using the "Employee 30-90 Day Performance Evaluation" form- and, at 12 months with annual performance evaluations every 12 months thereafter.

Federal contracts: Due to compliance issues, all commensurate waged employees at federal contract sites are required to be reviewed at 30 days and 90 days-using the "Introductory Period Evaluation form-and, at six months. Commensurate wage employees shall be reviewed every six months thereafter.

Administrative Staff: Six months and twelve months with an annual evaluation every 12 months thereafter.