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<b>Policy Section:</b>	<b>Human Resources</b>
<b>Policy Title:</b>	<b>Performance Evaluation</b>
<b>Policy Number:</b>	<b>RCJTC P.05.17</b>
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## **17. PERFORMANCE EVALUATION**

- 17.1** Performance evaluation plays a major role in the development and progress of every employee at the RCJTC. It is a major contributing factor to the growth and continued success of RCJTC. Performance evaluation is instrumental in building the teamwork essential to fulfilling the goals of the organization. RCJTC is committed to a process where both the employee and supervisor take an active role.
- 17.2** The performance review process is normally initiated by the supervisor and is conducted at the end of the probationary period and as a minimum every five (5) years. Employees must have been with RCJTC at least one full year to participate in the annual performance review process.
- 17.3** Evaluations may be conducted more frequently at the request of the employee, at the discretion of the General Manager or at the request of the employee.

### **Related RCJTC Forms**

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| F.05.17.1 | Performance Appraisal Report for Support Staff |
| F.05.17.2 | Performance Appraisal Report for Managers      |