

<b>Title:</b>	<b>Conducting Performance Management Process</b>	<b>Effective Date:</b>	<b>03/02/2017</b>
<b>Author:</b>	<b>Camille Tanner</b>	<b>Last Review Date:</b>	<b>06/22/2021</b>
<b>Location:</b>	<b>All Locations</b>	<b>Last Revision Date:</b>	<b>10/12/2020</b>
<b>Functional Area:</b>	<b>Human Resources</b>		

### POLICY

Liberty Healthcare is committed to giving formal feedback to its employees once a year. Every Liberty employed and subcontracted personnel receives a yearly performance appraisal either on their anniversary date, or their focal point review date, depending on the process followed at their location. For sites with HR managers, the HR manager is responsible for initiating, managing and completing the performance management process. At sites without HR managers, supervisors take the responsibility for initiating, managing, and completing the performance management process. Continuous feedback on job performance is an essential part of the performance management process and an important job responsibility of any manager/supervisor. This policy establishes the framework for the annual written performance management process.

### PROCEDURE

All performance appraisals are completed on the Performance Management Form which can be found on Employee Self Service under Frequently Used Forms.

The supervisor is responsible for the completion of the Performance Management Form and is encouraged to use the form as a management tool through the year. The form is separated into sections:

The Skills/Focus Area is completed by marking either “Exceeds Expectation” “Meets Expectations” or “Below Expectations”. These areas represent “soft skills” which are not listed in the employee’s job description but are skills all employees are encouraged to possess.

Section I, Competencies, is completed by taking the major tasks from the employee’s job description and placing them under “Responsibilities”. The supervisor comments in the “Summary of Performance”: section and must rate that responsibility by using a 5-point rating system which is defined on the Performance Management Form.

Section II allows the supervisor to place any feedback about the employee received during the year from customers, supervisors, co-workers, or consumers.

Section III is to be used to track the progress of attainment of goals set at the previous year’s review.

Section IV is to be used to list goals for the coming year. These goals should be specific, measurable, attainable, realistic, and have a timetable attached.

Section V may be used to have the employee write their own self-evaluation. A self-evaluation is left up to the option of the supervisor.

Section VI is to be used by the employee for comments.

After completion of the form, the supervisor schedules a meeting to review the completed form, discuss attainment of past goals, and set goals for the coming year. These goals should always align with the goals of the organization.

The employee and supervisor sign the form where indicated. The employee is given a copy and a copy is sent to the corporate HR Department two weeks prior to the focal point review date or the employee's anniversary date. Check with HR to determine the proper date.

If the employee refuses to sign the form, the supervisor should write "employee refused to sign" and submit the form as outlined above.

Approved By: \_\_\_\_\_

### Revision History

Version	Date	Author	Summary of Changes
#1	03/02/2017	Camille Tanner	Policy Created
#2	10/12/2020	Camille Tanner	Changed attaching form to location on ESS
#3	6/22/2021	Camille Tanner	Reviewed, no changes