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Policy Name:	Staff Performance Appraisal Process: Formative and Summative	Number:	S6-4
Policy Type:	Management of Staff	Date Approved:	February 2017
References:		Date Revised:	

Policy Statement: An effective Staff Performance Appraisal Process contributes to the personal and professional growth of employees so that they can perform the duties required of their position.

Rationale: A good process allows for two-way discussion of the duties and how they are performed to meet the needs of both the employee and the employee's immediate supervisor. A good process includes both a formative and a summative appraisal. This allows employees to have a good understanding of how they are performing not only at a final job review but as they proceed so they can achieve an exemplary summative review. The process should be one that creates a positive relationship between the employee and the administrator/supervisor.

Definitions: **"Formative Assessment"**: The goal of formative assessment is to provide ongoing feedback that can be used to improve performance while monitoring employee performance and learning.

"Summative Assessment": To goal of summative assessment is to evaluate job performance by comparing it against a predetermined standard. These standards should be available prior to the start of the assessment.

Procedure:

- Formative Performance Appraisals should happen on a regular basis depending on the position the employee holds and how long he/she has been in the position.
- Formative Performance Appraisals should include a discussion between the employee's immediate supervisor and the employee to determine what the employee is doing well and what the employee needs to work on in the future. The employee should also have an opportunity to express what is going well and what he/she needs assistance with. (Sample Performance Appraisal outlines in Appendix U.)

- c) Employees should receive a Summative Performance Appraisal a minimum of every two (2) years during their employment. (Sample Performance Appraisals outlines in Appendix U).