

POLICIES AND PROCEDURE MANUAL

Chapter:	Human Resources		
Title:	Performance Evaluation Policy		
Policy: <input checked="" type="checkbox"/>	Review Cycle: Biennial	Adopted Date: 01.05.2016	Related Policies: MSHN Personnel Manual
Procedure: <input type="checkbox"/>	Author: Deputy Director	Review Date: 7.11.2023	
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Purpose

The Mid-State Health Network (MSHN) Performance Evaluation Policy exists to periodically record essential information concerning the performance level, strengths/weaknesses, and annual goals of an employee in relation to career development, including potential for advancement and suitability for other jobs and training.

The policy also serves to assist management in making thorough, objective and factual appraisals of the performance of employees under his/her supervision; to assist management in achieving maximum utilization of all human resources; and to motivate each employee to seek ways to improve performance where needed, and to enhance overall employee relations.

Policy

It is the policy of MSHN to utilize a performance evaluation system to maximize employee’s overall job performance and professional development.

Applies to

- All Mid-State Health Network Staff
- Selected MSHN Staff, as follows:
- MSHN’s CMHSP Participants: Policy Only Policy and Procedure
- Other: Sub-contract Providers

Definitions

MSHN: Mid-State Health Network

Other Related Materials

- MSHN Employee Self Evaluation - Template
- MSHN Employer Evaluation - Template

References/Legal Authority

N/A

Change Log:

Date of Change	Description of Change	Responsible Party
10.2015	New Policy	Amanda Horgan
06.2017	Annual Review	Deputy Director
05.2018	Annual Review	Deputy Director
05.2019	Annual Review	Deputy Director
02.2021	Biennial Review	Deputy Director
02.2023	Biennial Review	Deputy Director