

Speech and Hearing BC Policy Statement & Procedures

I.32.A

AREA: Governance

SUBJECT: Speech and Hearing BC Staff Performance Evaluation

POLICY:

The President (PC) will instruct staff through staff Job Descriptions (attached) and written Association Policies.

Systematic monitoring of the performance of staff will include an annual performance review, conducted by the President or designate.

PROCEDURE:

- The President, as Chair of the Executive Committee (EC), will initiate a Performance Review annually, one month prior to the anniversary of the hiring of the staff member.
- The President may appoint a delegate in his/her absence, as well as one other EC member, to carry out the Performance Review.
- The staff member will be provided with the performance review form, two weeks prior to the dated performance review, and will be encouraged to self-rate performance with a view to establishment of on-going goals.
- The President will seek opinions from PC and EC members of the staff member's strengths and weaknesses, with the view to help in the establishment of goals. The President may informally survey PC members for opinions using questions such as;
What do you see as this person's strengths?
What would you like to see improve (if anything)?
- The President, or delegated Executive Committee Member, will meet with the staff member to discuss results of the review and to apprise the staff member of any changes in his/her duties.