



10.1 EMPLOYEE EVALUATION PERFORMANCE REVIEW

Performance Review: The Employee performance evaluation process is for all employees of LADD. Each year Management is required to complete an annual performance review on all of their employees. These performance reviews are given to help create opportunities for growth for our employees; both professional and personal growth, which is part of our LADD Values! It also meets CARF standards for performance management. Each performance review should be a positive and interactive process whereby both the direct supervisor and the employee that is being reviewed receive information about his or her success in meeting their goal(s) and job responsibilities.

All members of Management are to provide guidance, coaching, and feedback to their staff throughout the year on job duties, responsibilities, performance goals, and expectations. Annually, Management is to summarize these discussions in writing using the proper Performance Review form. The goal of the performance review is to provide employees with feedback on their performance and accomplishments for the previous year. As a result of this process, they should have an understanding of their job responsibilities and direct supervisor's performance expectations. Through this process, specific action plans should be determined which will allow the employee to start achieving next year's performance goal(s).

In addition to the annual performance review, developmental conversations with employees are captured in AOD under Corrective Actions.

[Click Here to View the Employee Evaluation Policy](#)

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