

	Montana Mental Health Nursing Care Center Policy Manual	Policy Number	415
		Original Date	01/09/1984
	Department: Personnel	Revised Date	01/09/2014
	Employee Evaluations		

POLICY:

The Montana Mental Health Nursing Care Center shall have a policy to evaluate employee's work performance before the end of their 6 month probationary period and annually thereafter.

PROCEDURE:

1. Employee work performance appraisals at the Montana Mental Health Nursing Care Center will be conducted in accordance with Montana Operations Manual Policy 3-01155 (Attachment #1)
2. Employees will be evaluated based on the Job Profile for their position.
 - A. The supervisor will review the Job Profile with the employee when they are hired and any time it is updated.
 - B. The employee and supervisor will sign the Job Profile and it will be placed in the employee's personal file.
3. At the beginning of each month, the Personnel Assistant will distribute a list to all supervisors, showing which employee performance evaluations are due for the month.
4. The MMHNCC Employee Performance Evaluation Form (Attachment #2) will be utilized.
5. The supervisor will present the written evaluation to the employee in an oral interview in order to provide the employee an opportunity to review the ratings and comments.
6. When the evaluation is completed, the employee, the supervisor, and the supervisor's supervisor will sign the document. Employees will be informed that they have 10 days in which to submit a written rebuttal.

Employee Evaluations

- A. The employee will be provided with a copy of the evaluation.
 - B. The evaluation will be placed in the employee's personnel file.
7. Every effort will be made during the interview process to protect confidentiality.