

**POLICY - 2.7.1 - PERFORMANCE EVALUATIONS**  
**SCOPE - ALL PERSONNEL**

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Performance evaluations and reviews are an essential communication process between the individual and their immediate supervisor. Such evaluations and reviews provide information relating to merit, identify areas of training needs, target the strengths and weaknesses, and measure the relationship between goals and objectives, and the individual's job performance. The purpose of an evaluation is to let an individual know how well they are performing and whether they have performance problems. It also serves as a basis of personnel decisions, including merit increases, promotions and disciplinary action decisions.