

POLICY - 2.7.3 - EVALUATION PROCESS
SCOPE - ALL PERSONNEL

Meaningful performance assessments require efforts from both the supervisor and the individual to adequately evaluate the performance of that individual. This process involves a high degree of openness, honesty, and a commitment to fairness.

- A. **THE SUPERVISOR:** The individual's immediate supervisor is responsible for timely completion of the official evaluation report. In cases where the immediate supervisor does not have ample opportunities to judge the individual's performance, others in a position to observe the individual's performance should be consulted in completing the evaluation. The evaluation form should be completed initially as a draft and after discussion with the individual, the evaluation shall be finalized.

- B. **INDIVIDUAL SELF-EVALUATION:** The individual shall complete a form for self-evaluation prior to formally discussing past performance with the supervisor. Individuals are expected to actively participate in the performance review interview and will be given advance notice, in writing, of the review date.

- C. **FINAL DOCUMENT:** The final evaluation document is a compilation of both the individual's self-evaluation and their supervisor's evaluation after the review interview. The final document shall be reviewed by the Fire Chief or, as appropriate, the Board of Directors and entered into the individual's personnel file.