

**WEISMAN CHILDREN'S REHABILITATION HOSPITAL (WCRH)
ADMINISTRATIVE MANUAL**

SUBJECT: Job Descriptions/Performance Evaluation

NO: AM 8.9

EFFECTIVE DATE: 12/2/97

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**REVIEWED/REVISED: 4/1/03; 11/04; 5/05; 3/06; 2/07; 3/08; 3/09; 3/10; 3/11; 6/12;
1/13; 1/14; 1/18; 1/21; 1/24; 6/24**

PURPOSE:

To communicate the policy regarding job descriptions/performance evaluations.

POLICY:

WCRH shall develop a written job description /performance evaluation, including job-specific and patient care related, age-specific competencies where applicable for each position in WCRH, as well as communicate these requirements and accountabilities to employees. A copy of the job description for which an applicant is applying shall be provided to the applicant at the time of completion of the Application for Employment.

POLICY STATEMENT:

Performance is evaluated as an ongoing process for providing both positive and constructive feedback to employees. Formal, documented performance evaluation shall be conducted after completion of 90 calendar days of employment in a new position. Thereafter, employees will be evaluated at least every three years. Performance is evaluated based on the performance expectations described in job descriptions.

PROCEDURE:

Managers will maintain copies of their department's Job Description/Performance Evaluations within the Department, in a location known and accessible to their employees.

Managers will review job descriptions with employees during their new employee departmental orientation; during their annual performance review and as changes may occur.

Job Descriptions/Performance Evaluations will be developed, reviewed, and revised by the manager as necessary and as open positions occur.

During the interview process, the job description will be reviewed with each candidate by the manager.

A current job description for each position is available on the s-Drive in the Human Resource Folder. The Human Resources Department will review all current job descriptions periodically.

Managers will provide each employee with an objective performance evaluation during the designated time period based upon current job description, individual competencies and organizational goals. All licensure verifications, certifications, etc. will be done at this time by the supervisor.

Managers will return the completed performance evaluation form, including the competency assessment to the Human Resources after it has been reviewed with and signed by the employee and the manager.

All performance evaluations will be retained in the employee's personnel file.

Administrator