

## Performance Review Process

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Performance reviews are conducted once a year, although supervisors and employees are encouraged to have an ongoing dialogue about job expectations, the employee's performance, any obstacles or issues that need to be addressed, and long-range goals. Employees are expected to understand the performance objectives for their position and track their progress toward those objectives on a regular basis. Supervisors have the right to conduct performance reviews more than once a year if they consider it necessary or helpful to the employee.