

Lancaster Bible College

Performance Appraisal Process

Objective:

To accomplish our mission of *educating Christian men and women to live according to a Biblical world view and to serve through professional Christian Ministries* through effective employee development.

Process:

- Evaluation of Administrators by President
- Training of Supervisors and Employees on Performance Appraisal Process
- Evaluation of Supervisors by Administrators
(See your department job description manual for supervisor listing)
- Evaluation of Employees by Administrators / Supervisors
(See your department job description manual for employee listing)

Annually

December

- HR annually prepares and distributes Performance Appraisal forms to Administrators who distribute to Supervisors, if applicable.

January, First Week

- Administrators / Supervisors review Performance Appraisal forms with Employees for them to complete a self-evaluation.

January, Second and Third Week

- Employee and Administrator / Supervisor complete respective Performance Appraisal forms.

January, Fourth Week

- Supervisors review both Employee self-evaluation and Supervisor evaluation Performance Appraisals with Administrators.
- Supervisor and Employee discuss Performance Appraisal and establish goals for new year.

February, First Week

- Administrators present final Performance Appraisals to President.

February, Second and Third Week

- President reviews Performance Appraisal with Administrators before contract renewal for Professional Staff.

Employee Evaluation

Functions:

1. Give feedback on performance to employee
2. Modify or change behavior of employee
3. Provide data for job assignments and compensation

