



Policy

**Policy #:
POL616**

Title: Performance Evaluation

Section: Human Resources

**Approved Date:
April 16, 2013**

Revised

Associated Documents: NA

1. Student Transportation of Eastern Ontario (STEO) is committed to the fair, effective, regular and consistent evaluation of all staff. Performance evaluation plays a major role in the development and progress of every employee at STEO; as well as the growth and continued success of STEO. Properly done, performance evaluation is instrumental in building the teamwork essential to fulfilling the goals of the organization.. To ensure that performance evaluation works well, STEO is committed to a process where both the employee and supervisor take an active role.
2. The performance management framework shall ensure that goals and objectives are aligned with STEO's corporate vision, mission and goals.
3. A performance evaluation program shall be developed that is consistent with this policy.
4. Performance evaluation reports shall become source documents in support of decisions that include staffing, compensation, dismissal, promotion, training and development, revisions to job descriptions, and human resources planning.
5. The performance review process is normally initiated by the supervisor and is conducted at the end of the probationary period and then annually.