


HB-209	Employee Handbook			
	<p style="text-align: center;"><b>Cumberland Road Fire Department Inc.</b></p>		Approved By	
			Steven Parrish, Fire Chief	
	<p style="text-align: center;">Performance Evaluation</p>		Effective Date	Revised Date
7-21-1999			1-5-2015	

## Performance Evaluation

Supervisors and employees are strongly encouraged to discuss job performance and goals on an informal, day-to-day basis. A formal written performance evaluation will be conducted at the end of an employee's initial period of hire, known as the introductory period. Additional formal performance evaluations are conducted to provide both supervisors and employees the opportunity to discuss job tasks, identify and correct weaknesses, encourage and recognize strengths, and discuss positive, purposeful approaches for meeting goals.

Performance evaluations are scheduled approximately every 12 months, coinciding generally with the anniversary of the employee's original date of hire.