THE COUNSELING SOURCE, INC.
POLICY AND PROCEDURE

TITLE: Employee Evaluation/ Performance Management

PURPOSE: To ensure that staff and contracted personnel understand job duties, meet or exceed the qualifications for the position and are improving skills, an annual employee evaluation will be conducted.

POLICY: Annual Employee Evaluations will be conducted by the employee's supervisor or QI Mentor.

PROCEDURE:

- Job Descriptions: Job descriptions will be provided for all employees. The employee will review the job description with his/her supervisor upon hire and sign-off acknowledging receipt and understanding. Job descriptions will be reviewed on an annual basis and revisions will be made as indicated and communicated to employees.
- Job Postings: Jobs within the organization will be posted internally as well as externally. Internal job postings will be communicated via a company wide e-mail message. Job offerings will be made on a nondiscriminatory basis regardless of race, ethnicity, religion, disability, gender, sexual orientation, age, nation of origin, and any other protected classes.
- Annual Employee Evaluations: Employee Evaluations will be conducted annually for all staff. This process will include an assessment of progress made toward professional objectives that have been identified by the employee (in collaboration with his/her Clinical Supervisor or QI Mentor) during the preceding year's evaluation process. In addition, the employee's performance on measures including Client Satisfaction Surveys, Facility Satisfaction Surveys, Peer Review audits, and Field Audits of parallel documentation will also be evaluated. Areas of personal strength, as well as areas reflecting the need for improvement will be identified. Professional objectives for the coming year will be developed as part of this collaborative process.

REFERENCED STANDARDS AND REGULATIONS:
      CARF Behavioral Health Standards Manual

EFFECTIVE DATE: 5/4/2006

REVIEWED: February 2018

David F. Turner, Executive Director   Date