

# MANAGEMENT EVALUATION POLICY

**Purpose:** This policy provides guidelines and direction regarding the performance evaluation process to be used for the administrative and management staff at Ayiti Now Corp.

**Scope:** This policy applies to the current VP of Operations, VP of Finance, Secretary and General Counsel and other administrative and management staff of Ayiti Now Corp.

**Performance Management Process:** Both executives and managers must actively participate in the performance management process and have open and honest discussions about the employee's performance. In addition, managers must provide training and ongoing constructive solution-oriented feedback to employees about their performance. Performance management is a cyclical process repeated annually. At a minimum, the evaluation process will consist of three phases:

- a. Planning
- b. A midpoint discussion
- c. Final performance evaluation (done annually)

## **PLANNING:**

Planning involves executives and management meeting with all staff to establish key work goals and behaviors that support the achievement of Ayiti Now Corp's annual plans. Planning includes preparing a Performance Profile for achieving the key work goals and behaviors. (See Attached Sample Performance Profile) A performance profile is not a job description listing skills, duties, required experiences, and responsibilities. Instead, it describes what the person taking the job needs to do to be successful, and also defines the desired results, the key processes needed to achieve these results, and an understanding of the environment in which they take place. During the planning phase, all parties must discuss Ayiti Now Corp's goals, aspirations, and any related development activities.

## **MIDPOINT DISCUSSION:**

Halfway through the year, all parties will meet to review progress to date in achieving the goals set out in the plan, provide initial feedback, and make any required adjustments to the written plan. Ideally, all parties will carry on an ongoing conversations throughout the year relating to job performance.

## **FINAL PERFORMANCE EVALUATION (DONE ANNUALLY):**

During the final performance evaluation, all parties will provide a written evaluation of their respective success in achieving the goals and behaviors set out in the plan. The evaluation will be objective and based on the agreed measures of success, where possible. Follow-up actions will be set out where required. Good performance needs to be recognized, and poor performance needs to be clearly and consistently improved. The final written evaluation becomes a permanent part of personnel's record.