

 <b>VERMONT</b> DEPARTMENT FOR CHILDREN AND FAMILIES Woodside Juvenile Rehabilitation Center		<h1>216</h1>
Chapter:	Personnel and Training	
Subject:	Staff Evaluation	Page 1 of 1
Approved:	Jay Simons, Director	Effective: 4/11/2018
Supersedes	Woodside Policy and Procedure 216	Dated: Nov 2013

## Purpose

All Woodside employees, whether in classified or temporary positions, require and deserve regular feedback on their job performance.

## Policy

The Woodside Juvenile and Rehabilitation Center will comply with all State of Vermont personnel policies related to formal and informal evaluation of employees.

Assigned supervisors are responsible for providing each of their supervisees with a written evaluation of their job performance at the end of their six-month probationary period and annually thereafter, as defined in Department of Human Resources policy. Assigned supervisors are also responsible for providing their supervisees with verbal evaluation and feedback on a regular basis through formal and informal supervisory sessions.

Woodside temporary employees will be assigned to teams of supervisors for regular, ongoing supervision. All Woodside temporary employees will receive a written evaluation at the end of six months and then at least annually thereafter, using the appropriate form designed for Woodside temporary employees. A copy of that evaluation will be kept in the temporary employee's Woodside personnel file.