

CREATIVE TRUST FOR ARTS & CULTURE PERFORMANCE REVIEW POLICY

EVALUATION

Creative Trust recognizes that open and ongoing discussions between employees and their employers are vital to a productive and happy work environment. Performance reviews are a key part of this process. Performance reviews are planned and documented private discussions and exchanges between an employee and the Director/manager to whom she/he reports. The purpose of such reviews is to give both employee and employer a chance to discuss the working situation, recognize progress, develop mutual understanding, and plan for professional development and future objectives. It may also be used to discuss pay increases.

Performance reviews are conducted 3 months from the date of assuming a position and annually thereafter. If necessary, they can be scheduled at more frequent intervals. The performance review for the Executive Director will be conducted between the Executive Director, the Board President and one other Board member selected by the Executive Director. Performance reviews for employees will be conducted between the employee and the Executive Director. They will include a discussion of achievements and problems during the year and, where appropriate, input from relevant committee chairs.

A written summary of the discussion is prepared and signed by both parties as a complete and true account of the conversation. Documentation of reviews is confidential and is accessible only to the employee, the Director/manager to whom he/she reports and Creative Trust's Executive Director.

Specific goals of a performance review for Creative Trust management include:

1. Identifying and communicating employee's strengths and weaknesses in their job performance.
2. Reviewing and recording shifts in the employee's job description.
3. Receiving feedback on manager's performance.
4. Hearing suggestions about what is working and not working.

Objectives in performance reviews for employees may include:

1. Evaluating their own performance and setting goals for the coming year.
2. Identifying and resolving conflicts.
3. Proposing professional development activities.
4. Giving constructive feedback to management.

Performance Review process:

1. Creative Trust will ask employees to critique their own performance based on the performance indicators listed below, and other indicators as deemed appropriate:

Commitment:

- Demonstration of support for Creative Trust's interests, goals, and objectives
- Willingness to "go the extra mile" to achieve results
- Interest in advancing Creative Trust's mission and cause.

Achievement:

- Success in fulfilling objectives of job description
- Success in meeting or surpassing goals and objectives

Planning:

- Ability to set and prioritize goals
- Ability to accomplish goals on schedule
- Appropriateness of allocation of time between areas of responsibility

Problem Solving:

- Demonstration of critical analysis of situations and anticipation of problems before they happen
- Constructive attitude in addressing challenges
- Creativity demonstrated in problem solving
- Ability to seek solutions through compromise if necessary

Communication:

- Record of raising small issues before they become big problems
- Ability to respond to constructive criticism
- Demonstration of support and positive relations with fellow employees

Respecting Policy and Authority:

- Demonstrated understanding and respect for colleagues' areas of responsibilities
- Ability to implement directions even when you may not fully agree with them
- Appropriateness of method taken in challenging authority

Employees should come prepared for the performance review having ranked their performance on the *Performance Evaluation Assessment Template* using the following ranking system:

- 5 = Exceptional
- 4 = Very Good
- 3 = Satisfactory
- 2 = Needs Improvement
- 1 = Unsatisfactory

2. The employee and manager will review the job description and note changes for consideration.

3. The employee will give constructive criticism regarding Creative Trust management.

4. The employee and manager will discuss professional development opportunities.

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