

Subject:		Issued By:	
PERFORMANCE EVALUATIONS		HUMAN RESOURCES	
		Approved By: Kathleen R. Hurtado President & CEO	
Policy #:	Issue Date:	Revised Date:	Effective Date:
512	July 15, 2005	May 31, 2008	June 15, 2008

Reference: Revised and adapted from LAC + USC Healthcare Network Policy #512, HRA Performance Evaluation Policy dated 11-24-1975 and USC Performance Evaluations Policy dated 7-1-2005 located here: http://policies.usc.edu/policies/hiring_employment/performanceeval070105.pdf and updated as of 7-15-2005.

PURPOSE

To provide guidelines for the preparation of written performance evaluations.

POLICY

HRA Supervisors shall evaluate the performance of each Staff Member based upon their job description and in relation to industry standards for efficient performance in accordance with all regulatory requirements. Written performance evaluations for Staff Members will be conducted as set forth below:

- **Administrative Staff:** Annual written performance evaluations;
- **Introductory Staff Members:** Initial written performance evaluation at the end of the introductory period, which is typically 90 days, and annual written performance evaluations thereafter;
- **Part Time Staff Members:** Annual written performance evaluations;
- **Temporary Staff Members:** Periodic written performance evaluations at the discretion of their Supervisor;
- **Research Participant Caregivers without Clinical Privileges:** Annual written performance evaluations which shall also assess the ability of the Staff Member to address the age-specific needs of the Research Participants they serve. Additional evaluations must also be conducted periodically, relative to the Staff Member's competency to provide specific treatment, care and assessment of the Research Participants in their care;
- **Staff Members Subject to the USC Medical Staff Privilege Delineation Process:** Periodic written performance evaluations at the discretion of their Supervisor.

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GUIDELINES

1. **DEVELOPMENT & REVIEW OF JOB DESCRIPTIONS:** Each area shall develop job descriptions detailing the function of each classification which will then be approved by HRA’s President & CEO. These job descriptions shall be issued to each Staff Member and reviewed and updated as necessary as part of the performance evaluation process;
2. **ANNUAL WRITTEN EVALUATIONS:** Written performance evaluations shall be conducted by the Staff Member’s immediate Supervisor at approximately the anniversary of the previous evaluation, but problems with performance as well as commendations for excellent work should be communicated to the Staff Member consistently and as soon as possible;
3. **FOUR ASPECTS OF PERFORMANCE APPRAISAL:** Written performance evaluations should use appraisal methods which:
 - a) Develop performance standards;
 - b) Evaluate past performance;
 - c) Motivate Staff Members to improve;
 - d) Identify career development paths and concurrent training opportunities;
4. **CONFIDENTIAL DISCUSSION SHOULD FOLLOW EVALUATION:** The written performance evaluation and job description should be the basis for a confidential discussion between the Staff Member and their Supervisor;
5. **PROVIDE FOR STAFF MEMBER COMMENTS:** The Staff Member should be given the opportunity to add written comments to the evaluation and should be furnished with a copy of the final version signed by their Supervisor, as well as an updated version of their job description, if applicable.

RESPONSIBILITY

Human Resources
All Staff Members
All Supervisors



HEALTH RESEARCH ASSOCIATION

1640 Marengo Street – 7th Floor
Los Angeles, CA 90033

POLICY

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REFERENCES

California Code of Regulations, Title 22, Section 70719(a, 3)
Los Angeles County Code, Title 5, Appendix
Civil Service Rule 20