



Approved By: Board of Directors

Effective Date: July, 2010

Updated: June, 2011

## Alberta Alpine Ski Association

### **Policy Title**

5.3 Performance Reviews

### **Policy Objective**

To ensure all staff know their performance will be reviewed annually, on a formal basis.

### **Procedure**

The supervisor of any staff must commit to a formal review annually, as soon as practical following the season. Informal reviews may occur as frequently as requested / required. A sample review form is included in the appendix.

It is recommended to do a 360 degree review where possible. These reviews include internal as well as external partners.

Should no review be scheduled in a timely fashion an appeal to the President is required.

### **Scope**

All supervisory staff.

### **Related Policies**

See appendix