

	JHU SCHOOL OF MEDICINE WORK RULE	Effective Date	12/2/13
		Subject: Introductory Period and Annual Performance Evaluations	Page
		Supersedes	12/03/12

The JHU Human Resources Personnel Policy Manual stipulates that newly hired individuals (or those rehired after termination of employment) are provisional until the successful completion of 120 calendar days of employment and staff members who initiate a promotion or transfer are provisional until successful completion of 120 calendar days in their new position. Newly hired or rehired SOM staff who do not successfully complete 120 calendar days of employment are eligible to apply for other positions. SOM staff who are transferred or promoted and do not successfully complete 120 calendar days in their new positions may seek new positions as provided in the JHU Human Resources Personnel Policy Manual.

All newly hired, rehired, transferred or promoted SOM staff who successfully complete 120 calendar day introductory period must receive a written evaluation of their performance within 30 days following the end of the introductory period signed by their supervisor, and the staff member must sign the evaluation indicating receipt. Introductory period evaluations are to be included in the staff members' HR files in the department and divisional Human Resources office. The staff member will be given a copy of the introductory period evaluation.

Additionally, clinical staff working in The Johns Hopkins Hospital must have clinical competency assessments completed at the end of the introductory period, or the end of orientation, whichever comes later.

- Competency is the application of knowledge and skill in performance. Competency is assessed best via return demonstration and observation. Additional methods include, but are not limited to, simulation, mock reviews, and case studies. Refer to JHH policy HR004 (Performance Management) for the method(s) for assessing and documenting clinical competency.
- The JHU Human Resources Personnel Policy Manual stipulates that at least annually, written performance and salary reviews shall be conducted for all staff members. The Manual also states the dates the annual review date may be based on. For SOM staff, written performance evaluations must be conducted and signed by their supervisor within 60 days of the applicable annual review date, and the staff member must sign the evaluation indicating receipt. Annual evaluations are to be included in the staff members' HR files in the department and divisional Human Resources office. The staff member will be given a copy of the annual evaluation.
- At the time of the annual performance evaluation, an annual competency assessment is also required for clinical staff. The manager should audit for timely completion and documentation of applicable competency assessments throughout the intervening year (e.g., when a new skill, new process or new instrument/technology was required). The manager need not wait until the annual performance evaluation to first complete required annual competency assessments, but their reflection in the HR file should be audited at the time of the annual performance evaluation.

DOCUMENTATION

The timely completion of introductory period and annual performance evaluations and competency assessments is the responsibility of the supervisor and is vital to proper staff management. Failure by a supervisor to complete evaluations in a timely manner on SOM staff who report to them will be the basis for appropriate disciplinary action.

Staff members also bear responsibility to review evaluations of their performance and competency and to sign them in a timely manner, and failure to sign and return an introductory period or annual evaluation may be the basis for disciplinary action. Employee signature does not represent agreement with the content of the evaluation.

APPROVAL:

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November 21, 2013
Date

November 8, 2013
Date

REFERENCES:

JHU Human Resources Policy Manual (Sections 3, 4, and 5), <http://hrnt.jhu.edu/pol-man/index.cfm>