

MEDICAL COLLEGE OF OHIO

SUBJECT: MANAGEMENT POSITION DESCRIPTION/  
PERFORMANCE PLAN AND APPRAISAL

Policy No.: 05-075

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The Management Position Description / Performance Plan and Appraisal will be used for management level salaried positions in all Administrative Services departments, including Hospitals, Human Resources, Supply and Logistics, Facilities Maintenance, Safety and Health, Campus Police, Environmental Services, and Information Systems. This tool replaces separate written performance planning, performance appraisal, and position description forms.

Upon creation of a position, the position's supervisor and the incumbent will complete the initial draft of the form. This form is found on the Human Resources web site under the tab for "forms". It can also be requested from the Human Resources Department. It should then be customized to include job-specific performance objectives agreed upon between the supervisor and incumbent, in addition to the common performance criteria for all managerial jobs already incorporated into the form. The plan will cover the period between the job creation date through the end of a common period ending September 30.

All managers will revise and update the performance plan/position description on an annual basis and may utilize a plan year of October 1 through September 30. The prior year's performance is reviewed and documented on that form and then sent to Human Resources for filing. The signatures of both the manager under review and the reviewer are required. Employee comments may be attached up to three pages in length. The new plan should be completed not later than November 1 for the upcoming plan year. Departments may, at their discretion, opt for the plan year or February 1, through January 31 (see policy 05-004).

Source: Vice President for Operations

Effective Date: 7/1/99

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