



**SALOPEK  
& ASSOCIATES**

STRATEGIC PLANNING • HUMAN RESOURCES • BOARD GOVERNANCE

# Policy & Procedure Manual Table of Contents & Performance Management Policy Sample

STRATEGIC PLANNING • HUMAN RESOURCES • BOARD GOVERNANCE



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## Policy Statement

In order to create a positive work environment where everyone helps each other to improve, Salopek & Associates encourages open and honest communication between management and employees on a formal and informal basis.

## Guidelines

1. Upon hiring, a detailed position description will be provided to each Salopek & Associates employee which will include documented standards and expectations of work to be performed.
2. Managers and employees are strongly encouraged to discuss job performance and goals on an informal, day-to-day basis. If this is undertaken, there will be no surprises for either party involved in the performance evaluation process.
3. Before an employee has completed their probationary period, the manager will evaluate the employee's performance and advise them whether or not they have passed the probationary period.
4. In addition to day-to-day coaching, a formal performance review will be conducted on an annual basis in accordance with the Performance Management Guide guidelines.
5. As a part of performance management, there should be a discussion regarding each employee's career goals and training required to attain those goals. Salopek & Associates supports the efforts of employees who want to fulfill their professional goals through internal promotion and transfer opportunities.



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### CONNECT WITH US



### ABOUT SALOPEK & ASSOCIATES LTD.

Salopek & Associates Ltd. is a team of human resource and business consultants specializing in strategy, human resources and board governance. We are available on an on-call basis to help you attract, retain and develop the right people and to put effective processes in place that will grow your business.

Each Associate on our team has more than 15 years of experience. In addition, our Specialists have advanced human resource and business designations. We own our own businesses and know the challenges related to running a successful business. Salopek & Associates understands the importance of attracting, retaining and developing good people. Our consulting team is on-call 24/7 and available when you need us. We are just a phone call or email away.