

## **ANNUAL EMPLOYEE EVALUATION**

### **BACKGROUND**

An annual job evaluation of an employee's performance is essential for the employee and employer to discuss accomplishments, areas for improvement, and future goals of the employee. Annual performance evaluations are required for all RAC employees funded by RAC allocations. The East Texas Gulf Coast Regional Trauma Advisory Council has defined the annual evaluation period as the fiscal year with the completed written evaluation by the Executive Board of Directors on or before August 15<sup>th</sup>. Proof of the performance evaluation must be submitted to DSHS before August 29<sup>th</sup> and can be submitted in the form of an attestation. Submission to DSHS of the actual evaluation is not required.

### **PURPOSE**

The goal of a written evaluation is to assess the employee's performance, provide feedback and set goals for the upcoming year. The evaluation should list strengths and weaknesses and offer constructive feedback for improvement.

### **PROCEDURE**

1. Each member of the RAC Executive Board will participate in the performance evaluation. The Executive Board may opt to jointly complete the evaluation in closed session and summarize the comments in one final written report.
2. Once the final written evaluation is compiled, the Executive Board will meet privately with the RAC employee to review accomplishments, opportunities for improvements and set goals for the upcoming year.
3. Upon completion of the evaluation, the employee will have the opportunity to provide feedback along with offering recommendations for goals he/she would like to focus on in the upcoming year.
4. When all parties agree, the evaluation will be signed by the employee and the RAC Executive Board.
5. The evaluation attestation will be completed and signed by the RAC Chair.
6. The attestation will be submitted via email to DSHS prior to August 29<sup>th</sup>.
7. The completed evaluation and attestation will be saved using the online cloud service currently being utilized by the RAC.

*Alyson Nickum-Smith*

*8/14/2025*

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**Alyson Nickum-Smith**  
Chair, Board of Director

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Date

# STANDARD OPERATING PROCEDURE