

## Policy Title: Employee Development

**Impact:** Benefits Eligible, Non-faculty Employees

**Responsibility:** Human Resources

**Effective Date:** 06/21/1995

**Revised Date:** 2/24/2021

**Reviewed Date:** 04/30/2023

**Relates to Procedure:** 3.02.22

**Legal Citation(s):**

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### I. Policy Narrative

NIC's Employee Development Policy provides an objective process for all non-faculty benefits eligible employees to establish collaborative performance coaching and review opportunities. The information gleaned from this process identifies areas for growth and recognizes achieved excellence.

The Employee Development Policy is facilitated using two primary components. These components are defined as follows:

**Performance Coaching:** The process by which a supervisor and employee communicate regarding the employee's development, responsibilities, and job performance on a regular basis. Both positive and constructive feedback should be part of the coaching process.

**Performance Review:** A formal process by which a supervisor and employee analyze the employee's performance over a defined period of time, revisit past goals, set future goals, and create professional development plans. The biennial review process will incorporate performance coaching into a formal biennial performance review.