



## **PERFORMANCE EVALUATION PROCESS**

We encourage you and your Supervisor to discuss job performance and goals on an informal and periodic basis. Formal performance evaluations are conducted at the end of the introductory period. The introductory period is a time for you and your Supervisor to talk about your job responsibilities and the performance requirements of the new job. Employees also receive annual performance evaluations to discuss goals, identify opportunities and encourage and recognize strengths.

The annual performance evaluation is generally conducted annually at the employee's anniversary date. Berg Construction does not guarantee annual pay increases at this time. However, the Company strives to recognize exceptional and satisfactory performance and may authorize merit increases which are based on a number of factors including the contents of an employee's performance evaluation. In addition to the annual evaluation and its process, the Company may conduct interim evaluations as appropriate during the course of the year.