

Human Resources

[Home](#)

[About HR](#)

[Staff](#)

[Directions & Maps](#)

[News & Events](#)

[Policies](#)

[Contact Information](#)

[Employment](#)

[Current Employees](#)

[Dual Career Information](#)

[Applying for a Job](#)

[Employment Policies](#)

[Foreign Nationals](#)

[The WHOI Environment](#)

[Benefits](#)

[Open Enrollment](#)

[Health & Wellness](#)

[Retirement](#)

[Time Off](#)

[Work & Life](#)

[Benefits Policies](#)

[Changing/Viewing Your Benefits](#)

[FAQs](#)

[Compensation](#)

[Compensation Services](#)

[Compensation Policies](#)

[Promotion & Advancement](#)

[Pay Dates](#)

[Employee Resources](#)

[All Employees](#)

[New Employees](#)

[Supervisors](#)

[Foreign Nationals](#)

[Forms](#)

[Benefits](#)

[Employment Action](#)

[Performance Evaluations](#)

[Foreign Nationals](#)

[Miscellaneous](#)

[Human Resources Internal Forms](#)

[Guest Investigator Appointment Check-in](#)

Performance

Six Month Provisional Period

All newly hired non-exempt employees are considered provisional until they have satisfactorily completed six months of employment with the Institution. A review may be conducted by your supervisor following your six months of employment in order to evaluate performance and assess your match to the position. If you have questions regarding the duties and expectations of your position, be sure to touch base with your supervisor. It is better to clear up any confusion earlier on, rather than waiting until the formal review.

» [View policy on Six-Month Provisional Period & Review Policy](#)

Annual Performance Evaluations:

Formal performance evaluations for all employees are conducted on an annual basis. Generally, information regarding the performance evaluation process is sent to departments in the fall, with all evaluations due back to Human Resources by the end of October.

» [View more information about performance evaluations](#)

Merit Increases

On an annual basis, the Directorate and Human Resources will evaluate internal and external compensation and economic information to determine the Institution's position and, if appropriate, will establish guidelines for merit increases.

A cut-off hire date will be established as part of the process to identify those employees considered as 'new hires.' This date is typically at least four months prior to the merit increase effective date. Separate merit increase guidelines will be set for new hires.

As the performance evaluation is the most important part of any merit-based salary program, no merit increase will be given unless the formal annual evaluation has taken place.

Last updated: March 25, 2008

Copyright ©2016 Woods Hole Oceanographic Institution.

All Rights Reserved, Privacy Policy. Problems or questions about the site, please contact webdev@whoi.edu



WHOI is the world's leading non-profit oceanographic research organization.

Our mission is to explore and understand the ocean and to educate scientists, students, decision-makers, and the public.

[Contact Us](#)

[Site Map](#)

[WHOI.edu External](#)

[WHOI.edu Internal](#)