

Evaluation Procedures and Forms



Classified Performance Evaluation

STATEMENT OF PURPOSE

The primary purpose of the performance evaluation is employee development. The evaluation process serves as an opportunity for both the employee and the administrator to clarify expectations and goals for performance of the employee's job duties and responsibilities. It is important that this process be constructive and that the employee and administrator emerge with a mutual understanding of the standards and expectations of performance.

The Classified Performance Evaluation provides a written assessment of the employee's work performance and enhances communication between employee and administrator. The performance evaluation should communicate performance standards for the position and encourage growth and development/improvement of performance for the future.

TYPE OF EVALUATION

Probationary Evaluation

Probationary employees are evaluated three times during the first year of employment:

Third Month Evaluation

This evaluation is critical to the success of the employment relationship and should be carefully developed and discussed to identify areas of strength as well as those portions of the job that are challenging the employee.

Sixth Month Evaluation

This evaluation serves to recommend a step increase if the employee is performing satisfactorily. This mid-way evaluation should serve to clearly identify those areas in which the employee needs to improve to successfully complete probation. The administrator and employee should discuss specific work examples and agree on performance goals for the next six months.

Permanency Evaluation

This evaluation is to recommend "permanency" in the position. This evaluation is critical since it will change the employee's status from probationary to permanent. The administrator should carefully review the previous evaluations and assess the performance level to determine whether the employee can succeed in the position. The employee should carefully evaluate the duties and responsibilities of the position and the expectations of the administrator to determine whether the position is one in which the employee can succeed. If there is doubt about the successful performance, then permanency should not be recommended.

Annual Evaluation

Annual evaluations are conducted after an employee has successfully completed the probationary period. Annual evaluations are conducted prior to the increment date (if applicable). Satisfactory evaluations are necessary to receive step increases. Annual evaluations are also used for:

Special Evaluation

Special evaluations may be conducted at any time at the request of the administrator or the employee.

INSTRUCTIONS

Evaluation Process:

- Both the employee and the administrator have equal responsibility for initiating and maintaining a climate, work environment and relationship which encourages open communication and personal as well as professional growth.
- Human Resources will send the evaluation to the administrator and the employee three months prior to the due date.
- The administrator will schedule a meeting with the employee to discuss the process and the timeline to complete the evaluation.
- The administrator will complete the evaluation and give it to the employee for review, comment and signature.
- The employee has the right to attach written comments within ten days of receiving the evaluation. These comments will be forwarded to Human Resources, attached to the evaluation and placed in the employee personnel file.
- The employee will return the evaluation to the administrator who will sign and return it to Human Resources.
- The administrator or the employee may contact Human Resources at any time during the process for guidance and direction.

The evaluation process is a primary tool for assessing performance of an employee. It is important that the administrator make constructive comments aimed at supporting and encouraging growth. Both employee and administrator are to discuss the evaluation and have a clear understanding of the expectations of the position.

Instructions to the Administrator: