Employee Evaluation Overview

- **Orientation**
  - All employees receive orientation from their supervisor.
  - Orientation must take place at least 15 days prior to evaluations, and must include an explanation of the method and tools used to conduct evaluation.

- **Self-assessment / Goal setting**
  - All employees complete a self-assessment and identify an area of potential growth/development.
  - Create a professional goal to work on throughout the year before October 31.

- **Ongoing Monitoring**
  - Meet with supervisor as needed to review expectations and performance.

- **Annual Evaluation**
  - Meet with supervisor to review annual performance are receive evaluation on or before May 15.