



## **At-Will Employee Appraisal Guidelines 2021-2022**

### **Step 1 – Orientation/Annual Review of the Appraisal Instrument and Process - Required**

- Must be conducted on an ongoing basis as new employees are hired
- Annual review of the instrument and process must be conducted for all employees

### **Step 2 - Formative Conference – Required**

- Hold the conference at the beginning of the evaluation period
- Review the appraisal form and process
- Review the employee’s job functions – should correlate to Job Description
- Establish performance expectations and set goals

### **Step 3 - Follow-up/Mid-Year Conference – Optional or As Needed**

- Supervisors may conduct as many conferences about performance of duties as deemed necessary

### **Step 4 - Annual Summative Conference – Required**

- Supervisor must **conduct an annual summative review conference** with the employee **no later than April 29th**

### **Step 5 - Submit Signed Appraisal Form to HR for Employee Personnel File – Required**

- Signatures of the supervisor and employee must be included on the completed form
- Completed appraisals must be alphabetized and submitted to HR along with other items required as part of the End-of-Year Checkout procedure no later than June 3rd

**Letters of Reasonable Assurance (LORAs) regarding employment for the 2022-2023 school year will be sent to employees by the end of May.**

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