



Evaluation Procedures

1. All classified employees who are designated as “on-cycle” will receive their performance evaluation, using Form HR-1, in alignment with the following timeline:
 - Probationary Employees –
 - 30 days (Verbal);
 - 60 days (Written);
 - 90 days (Final Observation and Recommendation for Permanency)
 - Permanent Employees – by June 30th
2. The performance evaluation is of prime importance to both employee and assigned evaluator, and should serve the following purposes:
 - a. Indicate perceived employee strengths;
 - b. Give recognition for good work;
 - c. Identify perceived areas where growth or improvements are needed and indicate how to do so; and
 - d. Provide a written basis for permanency, promotion, or other personnel action.
3. The performance evaluation should generally be a positive experience for both employee and the assigned evaluator. Before completing the evaluation form, the assigned evaluator should review data gathered from goal(s) conferences, mid-year reviews, informal interactions, and direct observations of performance as appropriate.
4. Typically, areas where improvement is needed should be identified and discussed with the employee prior to the summative evaluation. The summative performance evaluation should be a summation of the employee’s total performance.
5. The supervisor must review, in a conference setting, evaluation results with probationary and permanent employees, discussing standards of performance behavior required for the employees’ position. These areas to be reviewed are:

Quality of Work	Job Knowledge
Attendance and punctuality	Work Characteristics
Dependability	Working Relationships
Use of Equipment	Safety and Sanitation
Leadership (for lead positions)	

6. Classified employees shall be encouraged at the end of this conference to complete the employee comments section.