



# Brownsville Independent School District

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## TIMELINE FOR ANNUAL CLASSIFIED PERSONNEL EVALUATIONS

August – September	Job Descriptions, Campus/Department Expectations and Goals presented to all classified personnel
September-December	Administration meets with all classified personnel at least one time to review evaluations, progress, needs of improvement, and concerns
January – February	Mid-Year conference and review of Job Description with classified personnel to determine eligibility for LOA
March	Conference with classified employees not expected to receive a Letter of Assurance for the 2023-2024 school year. Note: All documentation should be in place to support the reason for not receiving a Letter of Assurance for the 2023-2024 school year.
April 14, 2023	Recommendation list sent out for LOA's to Campuses and Departments
April 28, 2023	Recommendation list for LOA's due to HR
May 12, 2023	LOA's sent out to Classified Employees via <i>Talent Ed</i> ( <i>Employee Records</i> )
<b>May 25, 2023</b>	<b>All Classified Personnel Evaluations are due to Human Resources Department</b>
May 26, 2023	All LOA's due- <i>Electronically signed by employees via Talent Ed</i>

All classified evaluations are fillable and can be found on the Human Resource website <https://www.bisd.us/departments/curriculum-instruction-human-resources/human-resources/evaluations> under "Job Descriptions/Evaluations". Click on the appropriate level and the titles of each position can be found at the bottom of each spreadsheet. You will type in your responses. All evaluations are on EXCEL and are placed by workbooks; each workbook contains all evaluations for that level. Each evaluation has fields for comments and will also generate the total points and average.

**When evaluating your employees, please enter NA on the comment line of any indicators that do not apply at your location to the duties of the employee being evaluated. If the area of consideration is Not Applicable leave this area blank and it will not be included in the scoring.**

**As a reminder, a rating of 1, 2 or 5 in any section require written justification.**

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