

Classified Professional Growth and Evaluation Timeline “At a Glance”

When	What	Who	Action/Tools/Forms
September-October 15 (Formal/Informal)	Initial Annual Goal Setting Meeting	Supervisor and Employee	<input type="checkbox"/> Supervisor and employee meet: <ul style="list-style-type: none"> • Collaborative review of previous year’s Formal or Informal evaluation form and Workplace Expectations • Classified Performance Goals form (draft completed by employee in advance of meeting) <input type="checkbox"/> Finalize/sign Classified Performance Goals aligned with Core Standards. Keep in supervisory file for end of review period
January-February (Probationary; Formal; Informal)	Observation	Supervisor	<input type="checkbox"/> If applicable, conduct at least one observation of staff member, using Observation Form, or other tool (developed in collaboration with HR) to use as data for end of year performance evaluation.
March-June (Probationary)	*Probationary Evaluation Meeting	Supervisor and Employee	<input type="checkbox"/> Review Formal Evaluation form completed by supervisor <input type="checkbox"/> Submit completed Formal Evaluation to HR for personnel file
May - June 15 (Formal)	Annual Performance Evaluation Meeting	Supervisor and Employee	<input type="checkbox"/> Employee completes and submits End of Year Goal Assessment form (EYGA) to supervisor prior to evaluation meeting (May 15) <input type="checkbox"/> Supervisor/employee review progress on goals; supervisor completes supervisor evaluation section on EYGA form <input type="checkbox"/> Supervisor reviews with employee Formal Evaluation form completed by supervisor <input type="checkbox"/> Supervisor/employee discuss potential goals for following year; employee may complete goal form for new year <input type="checkbox"/> Supervisor submits completed Formal Evaluation and goal forms to HR for personnel file by June 30
May - June 15 (Informal)	Self-Evaluation and Goal Review Meeting	Supervisor and Employee	<input type="checkbox"/> Employee completes and submits Informal Evaluation and EYGA form to supervisor prior to evaluation meeting (May 15) <input type="checkbox"/> Supervisor/employee meet to review progress on goals; supervisor completes supervisor evaluation section on EYGA <input type="checkbox"/> Supervisor reviews Informal Evaluation form completed by employee and documents feedback on form <input type="checkbox"/> Supervisor/employee discuss potential goals for following year; employee may complete goal form for new year <input type="checkbox"/> Supervisor submits completed Informal Evaluation and goal forms to HR for personnel file by June 30

**Supervisors will complete a formal performance evaluation for new hires prior to the completion of the six month probationary period, and again in June (no goals are required for the first year). For probationary periods ending between April and June, instead of doing another end of year evaluation, the employee will have a formal status for the following school year.*

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