

Appendix A

*State College Area School District
Evaluation Notification*

September 30

Dear _____,

(employee name)

I wanted to review the evaluation process for all of you. This letter will explain this process and notify you of your individual evaluation schedule.

If you are a new employee or beginning a new position, you are placed in the first year evaluation cycle. During the first year evaluation cycle, you will be evaluated two times - no later than November 1st and by the end of the third nine weeks.

After two successful evaluations during the first year, you will be evaluated one time the following year at the end of the third nine weeks of school.

After successful evaluations in the first and second years, you are placed in the standard evaluation cycle. The standard evaluation is conducted every three years at the end of the third nine weeks of school. Administrators have the right and responsibility to evaluate an employee at any time.

The evaluation process consists of receiving feedback on your performance in the following areas: attitude, dependability, judgment, quality of work, relationships with people, work habits and personal appearance.

The goal of the evaluation process is to support you in your work with students in our school. If you have any questions about this process or its purpose, please feel free to talk with me.

Sincerely,

Status (Circle one): First Year Second Year Standard Evaluation

Next Evaluation Date: _____