



## EMPLOYEE APPRAISAL

Annual performance appraisals are an important part of the life of the employee with the District. This is an opportunity to let each employee know how the employee is meeting the job responsibilities and duties of the employee's position, noteworthy areas of performance, how performance may be improved, and to receive feedback from the employee regarding concerns.

Appraisals will include observations, feedback, development, conferences, and a collection of other appropriate data. Some job factors, but not all, that will be evaluated are quality of work, dependability, adaptability, job knowledge, judgment, and attitude.

A confidential, personal conference between an employee and the direct supervisor/principal shall take place with each performance appraisal. Supervisors have the right to conduct additional performance reviews throughout the year.

A signed copy of an appraisal will be filed in the employee's personnel file, which is kept in the Human Resources Office. An employee has the right to submit comments to the appraisal within thirty days, which will be attached to the appraisal.

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Reference:    *Board Policy 3220*    Staff Evaluation and Educator Effectiveness  
                   *Board Policy 3220.1*    Evaluation of Support Staff  
                   *Wisconsin Statute:*    §121.02(1)(q)