



Support Employee Evaluations FAQ for Principals/Supervisors

Updated Fall 2025

1. Where do I find the End of Year Evaluation Form?

The End-of-Year Evaluation Form is located in the same document you used to complete the Beginning-of-Year goal-setting. First, locate the employee's Evaluation Form. Once you have the file open, the End-of-Year Evaluation is located on the bottom tab to the right of the Beginning-of-Year Evaluation. There is no need to return to the Support Performance website to download a new form.

2. Most of my support employees are doing an exceptional job. Do I need to include evidence for the ratings?

Yes, be sure to back up every rating with specific documentation, regardless of whether it is high or low. These documented comments will be the foundation for a productive development conversation. Additionally, give the employee a chance to present their own evidence that demonstrates how they met their goals during the year.

3. I conducted a goal-setting session for one of my support employees. The employee has since retired or resigned. What are the steps regarding the end-of-year evaluation for this employee?

If an employee has resigned or retired, the principal or supervisor should enter the retirement or resignation date in the final comments on the End-of-Year Evaluation. The Support Performance team will close out the evaluation in our system.

4. Can I use the evaluation process to address performance issues?

The evaluation should include all relevant information as it relates to the employee's work. This may include attendance, on-time record, or quality of work output. However, during the time between evaluation cycles, if a specific performance issue exists or persists, the principal or supervisor should conduct an *Administrative* or *Special* Conference.

5. If I have additional questions or need assistance with the Support Employee Evaluation Process, who do I contact?

For additional questions or assistance with the Support Performance Evaluation process, contact Leslie Lindsey, Director of Support Performance and Professional Accountability at Leslie.Lindsey@jpschools.org