



Support Employee Evaluation-FAQ

Updated Fall 2025

1. Is there anything I need to do to prepare for my end-of-year evaluation meeting with my principal or supervisor?

Before the meeting, review your goals and competencies and think about the progress you have made. Prepare to discuss your performance, including your strengths and weaknesses, and come ready to share specific evidence that demonstrates how you met your goals for the year. Use this time to discuss your professional growth and bring any questions or concerns you have for your principal or supervisor.

2. When I met with my principal/supervisor for my end-of-year review, my evaluation was already filled out with all the information. Is this the correct procedure?

Yes, your principal or supervisor will have already completed the end-of-year evaluation form, including ratings, specific evidence, and comments, before your meeting. This is standard procedure. During the meeting, you'll have the opportunity to review it and add your own comments in the designated *Employee Comment* section.

3. I do not agree with my evaluation rating. What can I do?

When reviewing your evaluation, your priority is to be honest with yourself and reflect on your own performance. Avoid comparing yourself to others. For example, if you get a low rating for professionalism, do not try to justify it by bringing up another employee's behavior. This is **your** evaluation. Use this time to have an open, honest conversation with your principal or supervisor, and listen to their feedback. This process is meant to help you grow and improve your job performance.

4. What does my overall evaluation rating mean?

The evaluation rating represents your overall individual performance as an employee. The rating encompasses areas where you have excelled, as well as those areas where you need improvement. You should use this evaluation to refine your areas of improvement and reinforce your areas of strength.

5. Do I have to sign my evaluation?

Signing the evaluation does not indicate agreement with the content. Your signature represents (1) the evaluation was covered with you and (2) you received a copy of the evaluation. Remember, there is a space for employee comments at the end of the form. You are encouraged to write your thoughts and comments. Withholding your signature does not negate the evaluation.