

Thompson School District

Classified Performance Evaluation Process

Major Process	Classified Staff Evaluation - Process			Initial Conference	Mid-Year Conference	Final Review	Tracking Evaluations					
	Timeline			200 days or more Less than 200 days	August15 October1	January15	April - June			June 15		
Employee	Attend evaluation training via NEO Department/School Annual Refresher			Review job description, Guidelines document and discuss job expectations and duties	Review standards with supervisor Receive copy of evaluation form	Collaborate in 15-30 minute conference	Attend formal conference Sign evaluation			Employee Optional Comments Due June 15		
Evaluator	Attend Annual EvaluationTraining			Review job description, Guidelines document and discuss job expectations and duties	Review standards with employee Provide a copy of the evaluation form	Conduct 15-30 minute conference on or around January15	Conduct formal evaluation conference with employee by end of assignment and sign evaluation					
AdminSupport				Support evaluator and employee as needed								
StaffInput							Provide input if applicable					
NextLevel Supervisor	Ensures all supervisors have received training and are implementing process with their staff									Ensures all supervisors have completed the evaluation process with their staff		
Human Resources	Schedule and track new employee evaluation training Supervisors Employees	Provide annual refresher training for all supervisors	Collect feedback on training	Email documents to supervisors Timelines Forms Resource guide		Send reminder to supervisors about mid-year conference				Receive completed evaluations in Human Resources	Review any changes for next year	Review Annual training Evaluation process
Infrastructure	Annual evaluation training include: Resource guide review		Update resources Post on Website	Update documents to be emailed		Create reminders for all supervisors						