

Staff Evaluation Checklist

All staff members should receive evaluation forms by the first of May each year. The following is a checklist to provide employees with information about what is expected of the employee and supervisor during the evaluation period.

All Probationary Staff:

- Complete the staff self evaluation. Turn in to supervisor on or before May 15th.
- Complete the employee evaluation of supervisor. Turn in to supervisor's supervisor on or before May 15th.
- Supervisor will schedule a meeting with the employee. This meeting will take place on or before May 31st.

Non Probationary Staff selected in rotation plan:

- Complete the staff self evaluation. Turn in to supervisor on or before May 15th.
- Complete the employee evaluation of supervisor. Turn in to supervisor's supervisor on or before May 15th.
- Supervisor will schedule a meeting with the employee. This meeting will take place on or before May 31st.

Non Probationary Staff not selected in rotation plan:

- Complete the staff self evaluation. Turn in to supervisor on or before May 15th.

Once all evaluation forms are complete and meetings have taken place, the supervisor will forward the signed self evaluation and performance evaluation to the Human Resources Director on or before June 1st of each year.

Employees wishing to provide additional comments to the annual review may do so by June 15th.