



Human Resource Services

Documentation of Classified Evaluation Process

(Pre-Evaluation Conference)

Employee: _____

School Year: _____

Administrator: _____

Site/Dept: _____

Permanent

Special

Pre-Evaluation Conference – Discussion

The purpose of the Performance Evaluation is to identify, reinforce and improve upon skills, attitudes, and abilities which will result in better performance for classified employees; a determination as to whether an employee should be retained, released or dismissed; and a factor to be used in consideration for promotions.

Each permanent employee shall be given a pre-evaluation conference **no later than November 30th**. This pre-evaluation conference shall be to review the evaluation procedures and to identify additional items which the employee or his/her principal or administrator may wish to include in the evaluation.

Prior to the completion of the final evaluation the employee and his/her principal or administrator shall meet to review the content of the evaluation as well as the evaluation's recommendations and conclusions.

Classified Evaluation Form

Provide a blank copy of the Classified Evaluation Form as reference

Classified Final Evaluation Due

The final performance evaluation for all permanent employees is due **April 30th**.

Pre-Evaluation Conference Held Date Completed: _____

Employee Signature: _____

Administrator Signature: _____