

CHAPTER 6 – EVALUATION

The primary purposes of performance evaluations are:

- Employee development.
- Improved communication between the supervisor and the classified administrator regarding the classified administrator's level of job performance.
- A mutual understanding of performance requirements and contributions.

During the first year of employment, classified administrators shall be evaluated at the end of the sixth (6) and twelfth (12) months. Subsequently, performance evaluations shall be conducted every three (3) years and must be completed by May 31 (see timeline in Appendix B).

Performance evaluations should indicate the areas in which the classified administrators are performing satisfactorily, where improvement is needed, and where the classified administrator has made unique and significant contributions to the district. While it is expected that evaluations will be done periodically, the evaluation may be completed at any time the supervisor considers that such an evaluation would be appropriate. Upon completion of the evaluation, the classified administrator will be given a written document setting forth the evaluation and will have the opportunity to meet with the supervisor to discuss the evaluation.

The following forms will be used for the evaluations, and they are contained in Appendix B:

- *Survey for Classified Administrator Evaluation*, electronically whenever possible
- *Classified Administrator – Self Evaluation*
- *Classified Administrator Evaluation Form*

Human Resources will administer the evaluation process. The list of people to be surveyed for an evaluation shall be mutually agreed to by the administrator and appropriate dean, vice president, or superintendent/president. The evaluation will become a permanent part of the classified administrator's personnel file. A classified administrator shall have ten (10) business days to attach any comments that they consider appropriate to the performance evaluation.