

EVALUATION PROCESS

OBJECTIVES:

1. Promote open and effective communications between the Employee and District Board.
2. Intended as a discussion to air any concerns, issues, and recommendations along with any positive comments and/or observations.

STEP ONE

Employee will provide the District Board with a brief summary of:

1. Goals and objectives for the evaluation period.
2. Achievements, accomplishments, and responsibilities.
3. Any plans for career development.
4. Any goals and/or objectives for the next evaluation period.
5. Any concerns the employee would like to discuss, suggestions on how the Employer can assist in getting the job done more effectively.

The above should be provided to the District Board at least two weeks prior to evaluation period ending date.

STEP TWO

District Board should review the employee's summary and be prepared to discuss it during the evaluation meeting. Input from the Board members is needed. A Board member should take notes on items discussed.

STEP THREE

Based on the content of the work plan, discuss where priorities should lie for future action on the following:

1. Issues to deal with.
2. Any training, workshops, and/or meetings.
3. Any proposed projects

STEP FOUR

The District Board should provide the coordinator with a letter summarizing items discussed in STEP TWO. Positive feedback is especially important! This letter and the summary provided by the coordinator in STEP ONE should be included in their personnel file.