

Performance Evaluation Guidelines for Supervisory & Confidential Employees

Supervisory and Confidential employees will now be evaluated using the same form.

- The form more accurately reflects the Performance Factors associated with Supervisory and Confidential employees.
- The District's values have also been woven into the various Performance Factor categories.
- A "Performance Factor" section to evaluate the employee's performance as a supervisor has been added to evaluate supervisory employees.
- A section is included to track Professional/Personal Development Training for the review period.
- A section is included to address Professional/Personal Development opportunities for the next review period.
- A section was developed to address Goals for the next review period.

When Human Resources sends a reminder to the Manager that it is time to evaluate a Confidential employee, the new form will be included. The form is also available on Public Folders under Human Resources/Performance Management and will also be on our website.

Preparing to Write the Evaluation

- Prior to writing the evaluation, the Evaluator should ask the employee to provide a self evaluation. This can be done on the evaluation form or employees can provide a narrative of what they have accomplished; what their strengths are; what areas they would like to develop; and goals they would like to achieve for the next review period.
- The Evaluator should then meet with the employee to clarify any information on the self evaluation and to firm up the goals for the next review period.
- The Evaluator may also want to solicit feedback from the employee's "customers".

Writing the Performance Evaluation

- When all the necessary information is gathered to write the evaluation, the Evaluator can complete the Supervisory/Confidential Evaluation Form.
- Once the Evaluator has completed the evaluation form, he/she should schedule a meeting with the employee to discuss the evaluation and the goals for the next review period.
- The Evaluator may review the evaluation with the next level manager, if applicable.
- The Evaluator will meet in person with the employee to discuss the evaluation.
- The Evaluator will sign the evaluation form and have the employee sign the evaluation form, make a copy for the employee and for the and send the original signed form to Human Resources.