

## The Evaluation Process - Timeframe

1. Each January the Self-Evaluation will be issued to all employees. Employees have 10 days to complete the Self-Evaluation.
2. Employee hands completed Self-Evaluation to their supervisor. Supervisor reviews it. Within 3-5 days, after review, Supervisor completes their Evaluation of the employee. Supervisor gives a copy of their Evaluation to the employee for review (assuming there are no surprises on the Evaluation).
3. Supervisor schedules evaluation meeting for last week of January/first week of February.
4. Employee reviews the Evaluation prior to the meeting.
5. Supervisor brings the original Evaluation that they completed and the Self-Evaluation that the employee completed to the meeting.
6. They discuss the Evaluation and performance for the year. Employee and supervisor sign supervisor's Evaluation, as it is the official document. Employee's Self-Evaluation is attached.
7. The signed document is forwarded to the Administrator for review and signature.
8. Evaluation is filed in employee file.