

Classified Employee Evaluation Timeline

For NEW Classified Employees

In the first 30 calendar days of employment	Review Job Description; consider any additional questions on Employee Self Reflection Form
60 calendar days from first day of work	Mid-probationary period evaluation – full written evaluation using the Performance Evaluation for Classified Staff Sign Evaluation, provide copy to Employee, and forward original to HR.
90 calendar days from first day of work	Meet to review the mid-probationary period evaluation (done at 60 days). Discuss performance since that time, and review any new observations. Note any changes – areas for continued growth, improvements made since the 60 day evaluation, etc. This can be done via memo or with notes added to the 60 day evaluation.
120 calendar days from first day of work	Full written evaluation using the Performance Evaluation for Classified Staff Sign Evaluation, provide copy to Employee, and forward original to HR.

For RETURNING Classified Employees

In the first 45 days of the contract year <ul style="list-style-type: none"> • August 15 for 250 day (12 month) employees • October 15 for 190 day (10 month) employees 	<p>Fall Supervisory (face to face) Meeting</p> <ul style="list-style-type: none"> • Prior to the meeting, provide link to Employee Self Reflection Form for employee to consider questions in advance of meeting • Use the Agenda/Summary of Beginning-of-Year Supervisory Meeting to guide discussion <ul style="list-style-type: none"> ○ Review job description ○ Discuss Self-Reflection Form ○ Discuss goals from the previous end-of-year evaluation where appropriate ○ Goal setting for the year as appropriate <ul style="list-style-type: none"> ▪ Recommended or requested training ▪ Areas for growth suggested by Employee and/or Supervisor (review previous year’s evaluation for any areas previously marked “needs improvement”) • Sign Agenda/Summary of Beginning-of-Year Supervisory Meeting, provide copy to Employee, and forward original to HR.
Annually by June 15	<p>Complete Performance Evaluation for Classified Staff</p> <p>Meet with Employee to review completed performance evaluation. Invite employee to respond to evaluation, including input for goals for the following year.</p> <p>Sign Evaluation, provide copy to Employee, and forward original to HR.</p>