

Employee Evaluation Overview

Orientation

- All employees receive orientation from their supervisor.
- Orientation must take place at least 15 days prior to evaluations, and must include an explanation of the method and tools used to conduct evaluation.

Self-assessment / Goal setting

- All employees complete a self-assessment and identify an area of potential growth/development.
- Create a professional goal to work on throughout the year before October 31.

Ongoing Monitoring

- Meet with supervisor as needed to review expectations and performance.

Annual Evaluation

- Meet with supervisor to review annual performance and receive evaluation on or before May 15.