

District 6 Classified Evaluation Implementation Guide for 2019-2020

Month	Evaluation Cycle Activity	Documentation tool	Evaluator Responsibility		Employee Responsibility
			New Hires	Returning Employees	
August	Beginning of the year conference	Verbal conference Evaluation form (optional) Classified Pink Sheet	Supervisors will meet with new employees within 10 working days of employment to review the criteria which will be used in evaluation and evaluation timelines, as well as the responsibilities of the employee and evaluator in the evaluation process. (Per Board Policy GDO-R)	Beginning of the year conference with employee including goal setting and expectations.	Participate in beginning of the year conference to establish goals, understand expectations.
September			Provide feedback as needed	Provide feedback as needed	Participate in feedback conversations
October			Provide feedback as needed	Provide feedback as needed	Participate in feedback conversations
November	90-Day Evaluation - new hires (required)	Verbal conference Evaluation form	Employees will be evaluated at the end of the first 90 working days of employment (Per Board Policy GDO-R)		Sign and complete 90-Day evaluation
December	Mid-Year Review Dec/Jan (optional)	Verbal conference Evaluation form		Conduct mid-year reviews, goals update (optional)	Participate in mid-year reviews (if applicable)

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January	Mid-Year Review Dec/Jan	Verbal conference Evaluation form (optional)		Conduct mid-year reviews, goals update (optional)	Participate in mid-year reviews (if applicable)
February	Evaluation preparation (HR)		Provide feedback as needed	Provide feedback as needed	Participate in feedback conversations
March	Evaluation preparation (HR)	DocuSign	Provide feedback as needed	Provide feedback as needed	Participate in feedback conversations
April	Complete Evaluations	DocuSign	Complete annual evaluation for all active employees. Upon completion of the evaluation, the evaluator will hold an evaluation conference with each employee to discuss the evaluation and areas for improvement and/or for potential professional development. (Per Board Policy GDO-R)	Complete annual evaluation for all active employees. Upon completion of the evaluation, the evaluator will hold an evaluation conference with each employee to discuss the evaluation and areas for improvement and/or for potential professional development. (Per Board Policy GDO-R)	Participate in evaluation conference. Review and sign annual evaluation. The employee may respond to the evaluation in writing within seven working days after the evaluation conference outlined above and the response will be attached to the evaluation.
May	Finalize Evaluations	DocuSign	Evaluations must be complete prior to end of employees work calendar	Evaluations must be complete prior to end of employees work calendar	