



Certified Exempt / Support Staff Evaluations

Process:

1. Goal Setting:

By Oct 31, or within 60 calendar days of starting a new position, the employee and the supervisor will review the employee's job description and determine goals for the year. Consider job description, evaluation rubric, or professional plans in the development of goals.

2. Self-Reflection:

All employees in their position for at least 60 calendar days must complete a Self-Reflection. The Self-Reflection may be completed on paper or online. Completed Self-Reflections must be submitted to immediate supervisors by April 15.

3. Formal Evaluation:

All employees, in their position for at least 90 calendar days, will receive a formal evaluation from their supervisor by May 1.

4. Evaluation Meeting:

All employees who receive an evaluation will have an Evaluation Meeting with their supervisor by June 1.

Scoring Methodology:

Rubric Indicator	Description	Weight
Job Performance	Ability to effectively carry out essential job functions.	40%
Job Knowledge	Understanding critical elements of the job/information skills.	20%
Dependability/Reliability	Punctuality, attendance, and accuracy.	20%
Organizational Representation	Personal choices that affect the job place, effective understanding and communication skills, and personal appearance.	20%

Final evaluation scores are on a four-point scale, and include a specific reinforcement and refinement.