



Mountain View Whisman School District
Classified Personnel Performance Evaluation Instructions

The purpose of the evaluation is twofold. First, it will document any high quality of work performed by an employee and it will alert the employee to areas where his/her performance is unsatisfactory or is in need of improvement. If improvement is needed, an Assistance Plan will be implemented. The evaluation shall be completed by the employee's immediate supervisor. Administrators or other supervisory personnel may be asked for input.

- 1) Each year, an evaluation will be completed as follows:
 - a) All classified employees will be given the Goal Setting Form to complete and will meet with evaluator to review their goals by November 1st.
 - b) New employees will serve a 9 month probationary period and will be evaluated at 4 months and 8 months of their probationary period.
 - c) Permanent employees will be evaluated annually or the supervisor has the option to defer evaluation to every other year.
 - d) Employees who change classifications or transfer sites will be evaluated at least once that year.

- 2) Evaluation process:
 - a) Complete the Evaluation Form using the Performance Factors.
 - b) Hold a conference with the employee to discuss the Evaluation and review the Employee Goals Form.
 - c) The employee may write comments if desired and signs the Evaluation form.
 - d) A copy of the form is given to the employee, the original is sent to the Human Resources Department.

- 3) Assistance Plan:
 - a) If an employee receives, "Support Needed" or "Unsatisfactory" an employee Assistance Plan will be completed by the supervisor and the employee at the time of the evaluation.