

***Central Office Administrative Evaluation Process Directions for Supervisors***

***2019-2020***

1. The administrative evaluation process (for Specialists, Directors, Executive Directors, etc.)

The evaluation process will include the following:

**USE THE CENTRAL OFFICE TOOL**

* Meeting to discuss evaluation process. By  ***November 14, 2019.*** Give a copy of the tool and ask them to complete a self assessment and rate themselves on the tool. This is *Due* ***November 21, 2019***
* Professional Goal Sheet. *Due* ***November 21, 2019***
* Record Tracking Sheet. You do not have to use this if you have your own method of tracking.
* Mid-Year Review Meeting *(if necessary)*. *Due January 23, 2020*
* Final Evaluations *Due at Check-out of employee, August 1 for 12 month employees*

1. The administrative evaluation process (for Executive Assistants, Secretaries, Middle Management-Supervisors, Managers, Coordinators, Accountants, Techs, etc.)

**USE THE EVALUATION OF SUPPORT STAFF TOOL**

* Preconference- Meeting to discuss evaluation process. Check the attached list for timelines for Preconference.
* End of year evaluation must be completed for all employees. Comments must be made for all standards.
* Check the attached list for timelines for yearly evaluation due dates for different groups.