

Support Employee Year End Evaluations

2014-2015

Employees Section:

1. Is there anything I need to do to prepare for my year-end evaluation meeting with my principal or manager?

It is important that each support employee reviews their goals and competencies. You should think about your individual results and progress made against each goal and competency. It is also suggested you come to the meeting with your own thoughts on your performance; this includes taking a realistic examination of your own strengths and weaknesses. Remember, this is your time to discuss professional opportunities and growth. **You should be prepared to share specific evidence to support you meeting your goals for this year.**

Finally, come prepared to discuss any questions or concerns with your principal or manager.

2. When I met with my principal/manager for my year-end review, my evaluation was already filled out with all information. Is this the correct procedure?

Yes, at your year-end evaluation, your principal/manager will have already completed the form. This includes entering ratings, specific evidence, and comments. The evaluation is ready to review during the meeting. This is the normal procedure. However, at the end of the conversation, you should have the opportunity to include any comments that you may have in the Employee Comment Section of the form.

3. I don't agree with my evaluation rating. What can I do?

The first thing a support employee should do is be honest and ensure you are reflecting on your own individual performance and not others. For instance, if you earned a low rating for professionalism and the principal/manager states specific reasons (evidence) how you earned this score; you should not try and bring other employees' performance into the conversation. This is YOUR evaluation. Lastly, use this as an opportunity to have an open, honest conversation with your principal/manager regarding your performance. Be sure to listen to his/her feedback and understand this process can help improve your overall job performance.

4. What does my overall evaluation rating mean?

The evaluation rating represents your overall individual performance as an employee. The rating encompasses areas where you have excelled, as well as those areas where you need improvement. You should use this evaluation to reflect on your areas of improvement.

5. Do I have to sign my evaluation?

Signing the evaluation does not necessarily indicate agreement with the content. Your signature represents (1) the evaluation was covered with you and (2) you received a copy of the evaluation. Remember, there is a space for employee comments at the end of the form. You are encouraged to write your thoughts and comments. Withholding your signature does not negate the evaluation.