Support Employee Year End Evaluations

2014-2015

Principal/Manager Section:

1. **Where do I find the "End of Year Evaluation Form"?**

The "End of Year Manager Evaluation Form" is located in the same document you used to complete the Beginning of the Year-Goal Setting. First, locate the employee's Beginning of the Year-Goal Setting Form. Once you have the file open, the "End of Year Evaluation" is located on a tab to the right of the Beginning of the Year Evaluation. There is no need to return to the Support Performance website to download a new form.

2. **Most of my support employees are doing exceptional at their jobs. Do I need to include evidence for the ratings?**

Yes, whether the employee has earned an exceptional rating or low rating, principals/managers should validate the rating with documentation. These comments are a great foundation for your development discussion with the employee.
*Also, it is important that while talking about the year and your feedback on their performance, it is important that the employee also be able to share specific evidence that supports them meeting their goals.

3. **I noticed an error on the Cafeteria Staff Evaluation Form. It is saying that it is protected, and a password is required. What is the password?**

The Support Performance team is aware of the error. At the top of the form, go to Review, and click on 'Unprotect Sheet'. The password is **support1314.**

4. **In the past, principals completed an end of the year personnel checklist for support employees. Will this still need to be completed for the 2013-2014 School year?**

No, with the implementation of the support employee evaluations, principals will not need to complete the end of the year checklist.

5. **I conducted a goal setting for one of my support employees. The employee has since retired/resigned. What are my steps regarding the year end evaluation for this employee?**

If an employee has resigned/retired, principals/managers should enter the retirement or resignation date in the final comments in the End of Year Evaluation tab. The Support Performance team will then close out the evaluation process in our system.

6. **Can I use the evaluation process to address performance issues?**

The evaluation should include all relevant information as it relates to the employee's work. This may include attendance, on-time record, or quality of work output. However, during the time between evaluation cycles, if a specific performance issue exists or persists; principals/managers should conduct an Administrative/Special Conference.   Please contact the Support Team for any assistance.

7. **What do I do once I have completed of all my conversations?**

Send the original forms (signed and dated) to the Human Capital Office, attention Support Performance. Be sure to keep a copy for your records, and provide a copy for the employee.