

# EMPLOYEE EVALUATIONS – for RCS Support Staff

## **PURPOSE:**

The employee evaluation is your opportunity as a leader to document and discuss an employee's effectiveness on the job. Typical evaluations include the following content:

1. Employee strong points, or skills
2. Employee weak points or skills needing further development, or where performance must improve
3. Establish an Employee improvement plan (if necessary)

## **SUGGESTED PREPARATION:**

**Gather Information for Evaluation Completion:** Depending on the employee's position the Supervisor may not be the only person that directs the day-to-day duties of the employee. Therefore other appropriate sources of feedback should be gathered prior to completing the evaluation tool. Here are a few suggestions:

- An informal "Notes File" that provides examples or further clarification of points to be discussed during the evaluation. Documents should contain factual, observable performance information (*not personality traits*), however, if significantly problematic the evaluation conference should not be the first time the employee is hearing of such concerns.
  - Specific input can be gathered by Teachers, or other Administrators who may direct all or part of the employee's daily work.
  - Attendance data from Aesop or CIMS
  - Professional Development experiences he/she attended during the evaluation period; and,
  - Direct input from the employee. A "self-evaluation" form may be completed by the employee and given to the Supervisor prior to the evaluation conference. The district does not have a specific self-evaluation tool for our support staff processes, so if interested in this option, the current evaluation form can be provided to the employee to complete, or another tool the Supervisor has found helpful.
- 📄 The electronic versions of the *Secretarial/Clerical Evaluation* template and the *Paraeducator Evaluation* template can be found on the RCS website under the **Human Resources** Department tab. Select the option, **Current RCS Employees and Employee Contract Information**, and then select the folder named, **Support Staff Evaluations**. NOTE: Must Select the Forms and Information Folder First!
- **STOP!** Learning Consultants, Special Education Consultants, and Classroom Teachers are NOT be district administrators and may not be delegated the responsibility of conducting a support staff employee's evaluation.

**Schedule the Evaluation Conference:** A mutually agreed upon time should be arranged and the employee should be informed of the purpose of the meeting. The evaluation conference meeting should occur prior to the end of the school year. If the employee works less than twelve months, he/she should not be asked to return during the summer break to receive his/her evaluation.

## **THE EVALUATION CONFERENCE:**

Begin with a pleasant greeting in a quiet, interruption-free environment. If it is conducted in an office or conference room, the Supervisor should ensure the work area is free of other distractions and that the seating arrangement used is conducive to supporting open communication.

Here are a few suggestions: closing or minimizing the email page; setting the office phone to DND (Do not disturb) option; changing any cell phones to no-ringtone options; taking steps to ensure minimal office interruptions will occur during the employee meeting.

### **Other Tips for Sharing the Evaluation Feedback:**

- Give a brief explanation about the reason for the meeting and encourage the employee's participation by asking him/her general questions, such as "how are things going"?
- Ask the employee what they perceive to be their strengths and weaknesses?
- When discussing the employee's strengths, encourage continued growth.
- When discussing weaknesses, ask how they plan to achieve an improvement in this area and if there is anything you can do to assist him/her with this plan?
  - If they do not believe they have any weaknesses and you do, be sure to have examples ready to discuss. It is important to give factual examples, and do not present them as personal deficiencies.

### **When Performance Needs to Improve:**

If an improvement plan is necessary, this is the time to present the plan. The plan should include specific outcomes that will demonstrate improvement has occurred. The plan should also include very specific time frames for achievement of the required improvement. It is recommended that the Supervisor prepare a draft of the plan ahead of evaluation conference and provide a copy to the employee.

Discuss the plan, the outcomes and expectations and together decide if any additional notes or items should be added or updated based on the conference discussion. The added items should be noted on each copy.

Establish a date for review of improvement plan progress and **document this date on the evaluation form.**

Finally, and most important, the Supervisor should ask if the employee has a full understanding of the plan and expectations.

### **Completing the Evaluation Process:**

- The Supervisor and the Employee should sign and date the evaluation form.
- Two copies of the signed form should be made; one for the employee and one for the Supervisor.
- The original, signed evaluation form, and if applicable, a copy of the updated improvement plan should be forwarded to the Human Resources Manager.

 Finally, if the employee does not agree with the feedback provided, share that he/she has the right to provide a written response to the evaluation for attachment in his/her HR file. Direct him/her to their employee master agreement for guidelines regarding this right.