



At-Will Employee Appraisal Guidelines 2023-2024

Step 1 – Orientation/Annual Review of the Appraisal Instrument and Process - Required

- Must be conducted on an ongoing basis as new employees are hired
- Annual review of the instrument and process must be conducted for all employees

Step 2 - Formative Conference – Required

- Hold the conference at the beginning of the evaluation period
- Review the appraisal form and process
- Review the employee’s job functions – should correlate to Job Description
- Establish performance expectations and set goals

Step 3 - Follow-up/Mid-Year Conference – Optional or As Needed

- Supervisors may conduct as many conferences about performance of duties as deemed necessary

Step 4 - Annual Summative Conference – Required

- Supervisor must **conduct an annual summative review conference** with the employee **no later than April 26th**

Step 5 - Submit Signed Appraisal Form to HR for Employee Personnel File – Required

- Signatures of the supervisor and employee must be included on the completed form
- Completed appraisals must be alphabetized and submitted to HR along with other items required as part of the End-of-Year Checkout procedure no later than June 7th

Letters of Reasonable Assurance (LORAs) regarding employment for the 2024-2025 school year will be sent to employees by the end of May.
