



Central/Campus Administration 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 25th, per Appraisal deadlines.**

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 no later than May 30th

**Administrative Contract renewals for the 2024-2025 school year will be voted on at the
March 26th Board meeting.**