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Evaluation Process

- (a) In order for the supervision/evaluation process to be successful it must be conducted in an atmosphere of mutual trust, confidence, and support.
- (b) The evaluation reports will be filed on the appropriate forms and by the dates as per the evaluation schedule.
- (c) Prior to commencement of the evaluation process, the evaluator and the staff member being evaluated will have a pre-evaluation conference to discuss the criteria to be used and to agree on a data collection process.
- (d) The staff member being evaluated will be encouraged to identify areas of performance in which he/she would like assistance and/or feedback.
- (e) Upon the completion of the evaluation process, a conference will be held to discuss the data collected. The evaluator will discuss the formal evaluation report with the staff member being evaluated.
- (f) Each evaluation report will be signed by the evaluator and the staff member being evaluated. The staff member will be provided with an opportunity to make written comments on the contents of the written evaluation before signing the form.
- (g) One copy of the signed report will be given to the staff member and one copy placed in his/her personnel file in the Division Office.