

INSTRUCTIONS

PERFORMANCE EVALUATION FOR PERMANENT CLASSIFIED ADMINISTRATORS

1. The factors evaluated in this appraisal relate to typical duties and responsibilities of administrators who are involved in planning, organizing, directing, controlling and staffing activities.
2. Evaluation of the factors identified must be based on observation and knowledge of the individual administrator for the period covered by the evaluation.
3. If any factor is given a rating of 1 (limited), the following must be included in Section VI of the evaluation as part of the performance objective:
 - a. A statement of the problem or concern
 - b. The desired improvement
 - c. Suggestions as to how to improve
 - d. Assistance to be provided
4. Evaluations are to be conducted yearly, in June. However, administrative evaluations should be conducted more frequently if the administrator is experiencing difficulty meeting one or more performance objectives.
5. Emphasis is placed on the importance of a candid and direct discussion of the factors evaluated at the time of the evaluation. If there is a question regarding appropriateness of assigned duties or position classification, a written statement of duties and responsibilities should be prepared by the employee for further discussion or possible classification action.
6. Distribution: Original to the evaluator; copy to the employee.

