



Protocol
Staff Evaluations

Responsible Committee	Date Last Reviewed
Executive Committee	Revised January 2014

Protocol Description
<u>Coordinator Evaluation</u>
<p><u>6-month Probationary and Annual Evaluation:</u></p> <ol style="list-style-type: none"> 1. Coordinator completes SCOE Classified Management Performance Appraisal Form, and CCPC annual goals and progress and Feedback to the Executive Committee form, and submits to Co-Chairs by April 15th. 2. Co-Chairs provide an opportunity for input from CCPC Members, any supervised staff, and community members regarding Coordinator’s performance by email in early May. Co-Chairs will work with Coordinator to select community members for input. 3. In June, the Co-Chairs (in collaboration with the SCOE Supervisor if she/he would like to participate) complete SCOE Classified Management Performance Appraisal Form, integrating information from above, and utilizing support of full Executive Committee as needed. 4. Co-Chairs (and SCOE Supervisor if desired) meet with Coordinator to review evaluation, including progress on annual goals, and determining goals for coming year prior to June 30th submission. 5. Co-Chairs inform the full Executive Committee of any ongoing areas of concern at July meeting. 6. Co-Chairs, (and SCOE Supervisor if desired) and Coordinator will review progress on goals in December/January.



Administrative and Support Staff Evaluation

1. Coordinator conducts evaluation of administrative and support staff utilizing appropriate SCOE forms, consulting with Co-Chairs as needed.
2. Coordinator informs Co-Chairs of any ongoing areas of concern with supervised staff.
3. Coordinator files evaluation forms with SCOE Human Resources Department.