

Provo City School District

Policy Series 5000: Personnel



5240 P2

Classified/ESP Evaluation Plan

Components

The Evaluation Plan is comprised of three components

- Self-Evaluation/Appraisal
- Job Description Review
- Final Evaluation/Appraisal

Evaluation Areas

- **Job Functions** – Essential duties and responsibilities associated with each specific job evaluated using a 5-point rating scale including:
 - Exceptional
 - Above Expectations
 - Meets Expectations
 - Marginal
 - Unsatisfactory
- **Competencies** – Job related skills and abilities evaluated using a 2-point rating scale including:
 - Meets Expectations or
 - Needs Improvement
- **District Standards** – District-wide performance and behavior standards evaluated using a 2-point rating scale including:
 - Meets Expectations or
 - Needs Improvement

Self-Evaluation/Appraisal

All Classified/ESP Employees will complete a self-appraisal by October 15th.

- Employees will use the online performance appraisal program to complete the self-appraisal.
- The Supervisor will review each employee's self-appraisal and will collaboratively set goals with the employee prior to Thanksgiving break.

Job Description

All Classified/ESP Employees will review their job description while completing the self-appraisal to understand the essential functions of their responsibilities.

- Job descriptions will be reviewed by the employee and supervisor to create an understanding of essential functions, expectations, and job duties during the self-appraisal and goal setting process.

Final Evaluation

Utilizing the approved EMS software, all supervisors will complete a final evaluation/appraisal and review the results with each classified/ESP employee during each school year. All evaluations and meetings will be completed by the last day of school. All evaluations will be submitted electronically to HR by the first week of June.

Adopted March 20, 2017