



STAFF PERFORMANCE EVALUATION (C99)

FREQUENCY



TEMPORARY EMPLOYEES: Evaluate at least once before the end of the temporary appointment.



PROBATIONARY EMPLOYEES –

- **2 Year (Administrative) Probation:** Evaluate by the end of the 3rd, 6th, 11th, 18th, and 23rd month during the two-year probationary period.
- **1-Year (Nonacademic) Probation:** Evaluate by the end of the 3rd, 6th, and 11th month during the one-year probationary period.



PERMANENT EMPLOYEES: Evaluate annually.

PROCESS

Temporary, Probationary, and/or Permanent Employees



1. Employee has the opportunity to submit a self-evaluation.



2. Appropriate Administrator gathers feedback, reviews the employee's performance, and prepares a draft evaluation.



3. Appropriate Administrator schedules a performance evaluation meeting with the employee.



4. Employee and the Appropriate Administrator discuss the evaluation, accomplishments, expectations, and opportunities for development. The employee has up to **10 working days** to review the draft evaluation.



5. Appropriate Administrator finalizes the evaluation and provides the employee with the final evaluation for signature. The employee signs the evaluation to acknowledge receipt.



6. The official performance evaluation is placed in the employee's personnel file, and the employee is provided a copy.



QUESTIONS?: Contact Employee/Labor Relations at elr@cpp.edu