

PROFESSIONAL EVALUATION PROCEDURES CHECKLIST

(Confidential Information)

EMPLOYEE NAME: _____

DEPARTMENT: _____

BUDGET TITLE: _____

EVALUATOR: _____

SUPERVISOR of EVALUATOR: _____

Contact Information:

DATE (s) and TIME(s): hrs

_____ <input type="checkbox"/> Phone	_____ <input type="checkbox"/> Phone	_____ <input type="checkbox"/> Phone
_____ <input type="checkbox"/> V-mail	_____ <input type="checkbox"/> V-mail	_____ <input type="checkbox"/> V-mail
_____ <input type="checkbox"/> E-mail	_____ <input type="checkbox"/> E-mail	_____ <input type="checkbox"/> E-mail
_____ <input type="checkbox"/> Note	_____ <input type="checkbox"/> Note	_____ <input type="checkbox"/> Note
_____ <input type="checkbox"/> Meeting	_____ <input type="checkbox"/> Meeting	_____ <input type="checkbox"/> Meeting

GIF _____

According to the Agreement and the Memoranda of Understanding, the following procedures must be followed:

Was there a performance program in effect? YES NO

Was the employee given a written copy? YES NO

What was the date the employee received the program?

What was the beginning and ending date of the evaluation period for the annual review?

..... Beginning: _____

..... Ending: _____

What was the date of the previous evaluation?

Are the goals and objectives clearly stated on the performance program? YES NO

Notes: _____

Are there time lines included for accomplishment of those? YES NO

Notes: _____

Did the supervisor provide any feedback to the employee during the course of the year? YES NO

Notes: _____

Did the supervisor provide the employee with positive suggestions as how to improve function? .. YES NO

Notes: _____

Did the performance program contain criteria upon which a determination would be made as how the goal or objective or responsibility was to be judged? YES NO

Notes: _____

Were there judgements made on items not included in performance program? YES NO

Notes: _____

Did the employee have the authority to carry out the goal, objective or duty assigned? YES NO

Notes: _____

Were the goals and objectives obtainable? YES NO

Notes: _____

