

**EVALUATION OF CERTIFICATED NON-TEACHING PERSONNEL
PRELIMINARY CONFERENCE**

Employee _____ Program _____
(Please Print)

Evaluator _____ Date _____

Instructions:

1. Prior to November 1, the evaluator will hold a preliminary conference with the employee to discuss the job description and any additional assignments. Subsequent assignments will be by memorandum.
2. Prior to February 15, the evaluator will complete the final evaluation of the employee.
3. The employee has the right to respond in writing to the evaluation.
4. Comments that indicate a need for improvement or do not meet satisfactory levels should be specific in nature and recommend methods of improvement.

Evaluator/Evaluated comments concerning job description tasks and other assigned tasks:

OBJECTIVES

METHODS OF MEASUREMENT

Evaluator's Signature _____ Date _____

Employee's Signature _____ Date _____