

Employee Performance and Review Workbook

Employee: _____

Title: _____

Department: _____ School Year: _____

Supervisor: _____

Overview

The Employee Performance Workbook contains all of the necessary documents needed to perform a complete yearly review of Staff.

- Document I – **Goal Setting Worksheet**
- Document II – **Mid Year Evaluation Worksheet**
- Document III – **End of Year Evaluation Worksheet**

- The **Goal Setting** Meeting should identify the major job activities and objectives for the individual during the coming year. It should contain objectives that the Supervisor would like to see the employee achieve or work to achieve. Goals should be specific, include anticipated results, an anticipated time/line for completion, resources that supervisor and/or school may implement to assist as well as any anticipated roadblocks that can be predicted at time of goal setting meeting. Supervisor and Employee should also treat this as a collaborative experience in establishing in concerns, highlighting ideas for growth while also recognizing job description of employee in entirety. **(The Goal Setting Meeting should be held, reviewed and processed no later than last day of September)**
- The **Mid-Year Evaluation** Meeting is designed to be a formal check-in between employee and supervisor. It is intended to act as check-in regarding how the employee is performing relative to the annual goals established prior in the Goal Setting Meeting, speak to performance relative to key areas of competency and deficiency as well as focus on overall assessment and comments of supervisor and employee. **(The Mid-Year Evaluation Meeting should be held, reviewed and processed no later than the last day of January.)**
- The **End of Year Evaluation** Meeting is similar to format and process to the Mid-Year Evaluation. This meeting should be the most comprehensive of the three evaluation meetings and it should incorporate previously established goals and markers, the collaborative commentary of the Mid-Year evaluation as well as speaking to employee progress or deficiency during the second half of the year. Supervisor should be mindful that as this is the final evaluation of the year it acts as the last stage prior to budget creation for the following year thus the supervisor will be issuing salary performance increases where deemed earned and earned and necessary. **(The End of Year Evaluation should be held, reviewed and processed no later than the last day of July.)**

Cristo Rey Brooklyn High School Employee Goal Setting Worksheet

Employee:	Title:	Date:	
Supervisor:	Department:		
Goal Description	Intended Results or Outcomes	Completion Timeline	Possible Challenges

Supervisor Comments _____ Supervisor Signature: _____

Employee Comments _____ Employee Signature: _____

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Cristo Rey Brooklyn High School End of Year Evaluation Worksheet

Employee: _____ Title: _____

Department: _____ Date: _____

Responsibilities/Goals

Areas for Improvement / Commendation

Supervisor Summary/Overall Assessment

Supervisor Signature:

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Employee Comments

Employee Signature:

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Cristo Rey Brooklyn High School End of Year Evaluation Worksheet

Employee: _____ Title: _____

Department: _____ Date: _____

Responsibilities/Goals

Areas for Improvement / Commendation

Supervisor Summary/Overall Assessment

Supervisor Signature:

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Employee Comments

Employee Signature:

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