

## Evaluation - Classified Staff

Each classified staff member shall be evaluated annually by the employee's immediate supervisor. First year employees, and those transferred to new positions, shall be evaluated by the end of the first six months in the position **and again at the one year anniversary of employment.**

1. The evaluation shall be in writing on the form provided by the administration.
2. The evaluation form shall be signed by both the employee and the supervisor making the appraisal and placed in the personnel file, and the employee shall receive a copy.
3. The purposes of the evaluation shall be to improve services, to help the employee identify his/her need for improvement, to plan a program designed to achieve these goals and to document the reason for personal actions, both positive and negative.

END OF POLICY

Legal Reference(s):

[ORS 243.650](#)  
[ORS 332.505](#)  
[ORS 342.850](#)

(continued)

