

AUGUST - SEPTEMBER:

1. Supervisor reviews the evaluation process, forms (rubric, goal-setting & PDF self-assessment), and online evaluation system with FWESP employee(s) prior to the employee completing self-assessment and prior to the goal setting conference.
2. FWESP employee completes a **self-assessment** of their evaluation. Based on the results of their self-assessment, and their most recent evaluation, FWESP employee identifies indicators or competencies where there is the most room for growth.

BY OCTOBER 31st (or within 20 working days of hire):

3. Supervisor and FWESP employee hold a **Goal Setting Conference** to create a shared understanding of expectations for indicators and competencies and to define goal(s) for the school year.

FEBRUARY (mid):

4. Supervisor scores each indicator and competency in the FWESP employee **mid-year formative evaluation** where evidence is sufficient to score. The Overall Performance Rating is not calculated at the Mid-Year and comments are optional on the mid-year formative evaluation; however, if the Overall Performance Score would be a “1” or “2” or there are indicators then comments are required. For indicators where there is no evidence, supervisor and evaluator will discuss and work together to determine how evidence will be captured for the second half of the year.
5. Supervisor and FWESP employee hold a **Mid-Year Formative Conference** to review the Formative Evaluation. Next steps for employee growth are included in the mid-year formative evaluation.
6. The Formative Evaluation does not go into the FWESP employee’s personnel file but is used as formative feedback and planning between the FWESP employee and supervisor and stays in the supervisor’s working file.

BY JUNE 1st <12 month employees:

BY AUGUST 15th 12 month employees:

7. Supervisor reviews the evidence of competencies and goal completion. Supervisor scores each indicator and competency in the FWESP employee’s **Year-End Evaluation** based on observations and evidence of work performance and growth over time.
8. Supervisor shares the final evaluation with the FWESP employee at the **Year-End Evaluation Conference**.
9. Upon completion of the Year-End Evaluation Conference, the employee and supervisor sign the evaluation.