



**2017-18 Classified Employee Annual Performance
Evaluations Supervisor's Checklist**

1. Create Draft Evaluation and Draft Supplement
2. Consult with Reviewer prior to meeting with Employee
3. Schedule Evaluation Meeting with Employee
4. Provide Employee with Instructions for the Meeting
5. Hold Evaluation Meeting
6. Modify Draft Evaluation and Supplement Based on Meeting Discussion
7. Sign and Date All Sections of the Forms
8. Provide Final Evaluation and Supplement Forms to Employee and Have Employee Sign All Sections
9. Send Completed, Signed Evaluation Form to Reviewer for Signature (Only send Supplement Form if Reviewer Requests)
10. After Reviewer Signs, Retain Copy of Signed Evaluation Form and Supplement for Employee and Self
11. Send Original Final, Completed, and Signed Evaluation and Supplement Forms to Human Resources