

Performance Evaluation Schedule for Evaluator

	Date	Initials
Employee Name:		
The following are duties to be performed at least two weeks prior to the actual Evaluation conference:		
1. Set the date for the Evaluation conference		
2. Job Description Reviewed for changes /document changes		
3. Notify Employee of Evaluation conference		
4. Provide copy of employee's job description, blank evaluation form, and self-evaluation form to employee, asking for its return in one week		
Duties to be performed one week prior to the Evaluation conference:		
1. Remind employee of conference date and time.		
2. Review employees self-evaluation form		
3. Review any prior incident reports or written warnings.		
4. Complete the evaluation report. Take the week to think about what you wrote and make changes if necessary.		
5. Review evaluation with reviewer for input.		
Day of Evaluation conference:		
1. Give evaluation to employee to review and make comments.		
2. Discuss evaluation and both of you sign it.		
3. Send signed evaluation to reviewer		
Reviewer signs completed evaluation, adds comment, and returns to evaluator		
Completed evaluation is filed in personnel file		

Using this form, attach the completed form to each employee's evaluation.