

AP 7150 EVALUATION

Reference:
WASC/ACCJC Accreditation Standard III.A.1.b

It be maintained and Procedures for the regular evaluation of classified employees shall be distributed by the Human Resources Department.

notify the immediate supervisor of _____ courtesy, the Human Resources Specialist will notify the employee evaluation one month prior to the due date.

ve collective bargaining agreement _____ The immediate supervisors shall refer to the respective law and continuing employees _____ to identify the time and frequency of evaluations for a

a discuss the evaluation and obtain the _____ The supervisor shall meet with the employee out _____ shall submit the completed evaluation to the Human Resources Specialist. _____ The supervisor shall _____ the results of the evaluation to the employee and file it in the employee's personnel file.

sources. _____ Re

original evaluations completed by the supervisor will be forwarded to the Human Resources Specialist for filing in the employee's personnel file.

Prior to filing the documents in the

