

Guidelines for Performance Appraisal for ESL/LINC Instructors

Administrative Details

1. The supervisor shall assess the employee's job performance and support the employee in personal and professional growth.
2. Employees shall have a performance appraisal completed once every five years.
3. Each employee shall participate collaboratively in her/his performance appraisal process with the supervisor.
4. Each employee shall plan and implement continuous improvement strategies through a Continuous Improvement Plan. The Continuous Improvement Plan should be reviewed on a regular basis (annually) with the supervisor.
5. Human Resources will provide guidelines for storage and access of performance appraisal documents.

Formal Process

Pre Conference

The supervisor shall:

Communicate two weeks prior with the employee:

- a. The intent to enter into the performance appraisal process
- b. The date, time and place of the conference
- c. The timelines for the completion of the performance appraisal

Observation

- The supervisor shall record observations in the **Performance Appraisal Report** during the classroom observations
- Following the classroom observation, a **date and time** will be scheduled for the **Post Conference Meeting**

Post Conference

The supervisor shall:

- (a) Share the Performance Appraisal Report with employee

The supervisor and employee shall:

- (a) Collaborate in developing areas of growth/improvement

Rating Scale

Highly Successful	Employee consistently goes beyond job requirements – evidence external and internal to the Board. Continuous Improvement Plan to be developed.
Successful	Employee consistently completes job assignments as expected in terms of quality and schedule – solid, fully competent in aspects of job. Continuous Improvement Plan to be developed.
Making Progress	Employee is moving at a reasonable pace toward success in job performance – improvement needed in some areas – expect success in near future. Continuous Improvement Plan to be developed.
Unsatisfactory	Employee needs to make significant improvement in overall job performance – regardless of reason, lack of desired achievement during appraisal period. Review Plan to be developed.