What You Need to Know About Evaluations

**Welcome Dedicated Employee**. Each year you can reasonable expect at least 1 Evaluation by your Administrator or Direct Supervisor. These evaluations help us to pin point opportunities to aide in your professional growth and the growth of our organization. The documents are posted here on the Employee Portal for your review. It is important that you know and understand your job responsibilities and what you will be evaluated on.

* The goal of Administration is to provide Bi-Annual Evaluations for both care and education staff
* We do not have to tell you when we are evaluating, the expectation is that you are preforming you best every day.
	+ We will strive to give you a timeframe of when you can reasonable expect to be evaluated
* As needed, we can do additional reviews if we feel you will benefit from additional communication on your performance.
* You will have a post-evaluation meeting with your Administrator and/or Direct Supervisor within 2 weeks.
* The evaluation is subject to change at any time, with or without notice. All changes will be posted on the Employee Portal