

## **Instructions for Career Service Evaluation Process**

### **I. Process:**

- a. Career Service employee evaluations are due once per year (similar to the Professional/Managerial Evaluation process). It is mandatory that all Career Service evaluations are completed by March 31 regardless of the employee's anniversary date.
- b. The three types of evaluations are:
  1. Probationary: For new hires, internal promotions or transfers, at the six-month mark of the hire date or promotion/transfer date. New hires must fulfill a one-year probationary period. Current employees who are promoted or transferred to new positions will be on probation six-months from the effective date and will receive a Probationary Evaluation.
  2. Annual: Once per year due March 31.
  3. Special: A Special Evaluation may be processed at any time when a supervisor has concerns about an employee's performance or related work issues. Supervisors should consult with Human Resources when anticipating a need to process a Special Evaluation.

### **II. How to Complete the Process:**

- a. The Career Service Evaluation form is available online for completion. The supervisor (or assistant to the supervisor) may complete the form on the screen. Completed forms should be forwarded to Human Resources Department, Pensacola Campus, building 7. To locate the form: Go to piratenet, under "Forms", then "All HR Forms." click on Performance Evaluation Form (Career Service). The current form online has a bold line which was placed there to eliminate the Social Security Number field.
- b. Should an employee refuse to sign the Evaluation as presented by the supervisor, a witness may be present to indicate the evaluation was given and the employee refused to sign. Satisfactory evaluations shall be routed to the highest senior administrator level for final signature/approval. These evaluations need not be forwarded to the President.
- c. Supplement to the Evaluation: Effective 2009, each career service employee's evaluation will include the process of Professional Development. The form, "Annual Professional Development Plan for all Levels of Employees," must be completed to accompany the Evaluation. Each employee will have an established plan to document their activities, workshop/seminar participation, in-service training, college service, and other to complete this process. Supervisors must review the categories with the employee and ensure the plan of professional development and training enhances the job functions as related to performance.