

Interim Evaluation Fact Sheet

Purpose of the form:

The Interim Evaluation (Form 105-059) is used to evaluate a **non-probationary classified** employee's progress toward achieving the performance standards and outcomes of the core responsibilities of the position, special assignments, and the progress toward meeting the developmental learning goals during the performance cycle.

When the form is prepared:

Interim evaluations may be conducted at any time during the performance cycle. However, the best time to complete an interim evaluation for **non-probationary classified employees** is usually at the mid-point in the yearly performance cycle, when there is a change in supervisors, or when the employee changes positions.

A supervisor who leaves during the performance cycle should complete an interim evaluation of the employee's performance prior to departing. If an employee transfers, or moves into a new position with a different supervisor, an interim evaluation should be completed by the immediate supervisor prior to the employee's departure.

Interim evaluations can also be used as a tool to address performance issues at any time during the performance cycle.

Who prepares the form:

The employee's immediate supervisor completes the Interim Evaluation Form and conducts a performance feedback evaluation meeting with the employee.

The supervisor and the employee sign the form. The reviewer's signature is optional.

Retention:

The original Interim Evaluation Form is retained in the supervisory file. In addition, Interim Evaluations are shared with the incoming supervisor so he/she can incorporate the supervisor's comments into the annual evaluation as appropriate. A copy of the signed document is given to the employee.

Whom to contact:

If you have questions or need assistance, please contact Human Resources Department, Employee Relations Unit.

Classified Employee Interim Evaluation

Employee's name: _____

Supervisor's name: _____

Meeting date: _____

Performance areas identified as fully meeting core responsibilities:
Performance areas identified for improvement/substandard:
Additional discussion items: (e.g. project updates; progress on priorities, training, and professional development; employee's concerns)
Next steps in employee development: (for both the supervisor and employee)

Employee's signature: _____

Date: _____

Supervisor's signature: _____

Date: _____