

### 3220A - EVALUATION OF STAFF

Evaluations of the staff members shall comply with the following guidelines:

- A. Job objectives are clearly stated, are complete and accurate in content, are understood by the evaluator and evaluatee, and are divided into the following categories:
  - 1. Expected/desired results (what is to be accomplished)
  - 2. Expected/desired actions (how something is to be done)
  - 3. Expected/desired attitudes (willingness to act in a particular manner)
  
- B. Factors hindering achievement of job objectives are clearly-defined and understood by the evaluator and evaluatee.
  
- C. Evaluation procedures are established and which ensure that the same process is used for similar positions and the confidentiality of the staff member is protected.

*Approved/Adopted: July 13, 2009  
Revised: August 29, 2011  
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