



Policy: 3E-01

Authority: 1001.64, F.S.

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Responsible Party: Vice President, Human Resources and Diversity

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Volume 3E - Human Resources, Standards for Performance and Conduct; Evaluation, Disciplinary Actions; Dispute Resolution Procedures

Career Service Employee Performance Evaluations

Procedure Effective Date: 11/18/1992

Procedure:

- A. The personnel office will forward evaluation forms to departments at the beginning of each fiscal year. Each full-time career service employee who was appointed by June 30 of the previous calendar year, and who is currently employed by the College, will be evaluated.
- B. Evaluations may take place at any time during the first three months of the fiscal year. However, recently hired employees should be evaluated at the end of this three-month period. Evaluations may take place at times other than indicated above if coordinated with the personnel office.
- C. Evaluations may be conducted by the supervisor or the appropriate person designated by the department head.

Procedure Related Items

There are no related items for this Procedure