

# Employee Performance Evaluation

## Policy

To ensure quality of staff education, skills, and abilities in their hired field.

## Procedure:

1. New employees will receive an employee performance evaluation by the end of their AEOA designated (6) month probationary period. Exceptions to the (6) month probationary period may include the following:
  - Position transfers or promotions within the Head Start program may result in a performance evaluation by the end of a (6) month probationary period. This specific probationary period is solely based on performance in the new position and may not be associated with movement on the AEOA Salary Chart.
  - New employees hired at 14 hours a week or less will receive an employee performance evaluation by the end of a (12) month probationary period.
  - Any Head Start employee's probationary period may be extended, at the discretion of the Head Start Director.
2. Performance evaluations will be conducted each calendar year for all Head Start staff. This process will include opportunities for self-evaluation, supervisory evaluation and/or additional staff evaluation, as relevant. Performance evaluations will either be discussed 1:1 between employee and supervisor(s) and/or in a site team capacity.
3. Data from the performance evaluation will be used to help identify areas of opportunity in the employee's professional development plan.
4. Performance evaluations will be signed by the employee and supervisor(s).
5. Employees will receive a copy of their performance evaluation.
6. The Head Start Director will review each employee performance evaluation.
7. The Finance Supervisor will electronically file all performance evaluations in individual AEOA employee personnel files.

This policy complies with Head Start Performance Standard [45CFR Section 1304.52](#)

Approved by Policy Council on February 16, 1999

Reviewed/Updated – April, 2004

Updated on 3-22-2005

Updated and approved by Policy Council on 4-13-16.