**Professional Staff Performance Evaluation Checklist**

A performance evaluation is required every year, regardless of merit increases.

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1. Before the evaluation
* Provide the staff member with his or her Professional Staff Position Description (PSPD)
* Provide the staff member with the Professional Staff Performance Evaluation Form Part 1
* Complete the Professional Staff Performance Evaluation Form Part 2
* Schedule the evaluation to be in a quiet, private spot with as few interruptions as possible
1. Conducting the evaluation
* Discuss the staff member’s Professional Staff Position Description (PSPD)
* Discuss the staff member’s Professional Staff Performance Evaluation Form Part 1
* Discuss the Professional Staff Performance Evaluation Form Part 2
* Discuss the staff member’s IDP
* Discuss the staff member’s Telecommute Plan (if applicable)
* Have staff member sign the Professional Staff Performance Evaluation Form to acknowledge that he or she has read it (does not signify agreement with the content)

Be sure to:

* Create a positive environment and help the staff member feel at ease
* Give balanced feedback, both positive and negative, but start with the positive
* Focus on the job, not the person
* Ask questions and allow the staff member to provide feedback
* When discussing areas for improvement, discuss methods and objectives for improving
* Summarize and review the important points of the discussion
* Restate any action steps that have been recommended and provide a time frame for completion
* Make sure the staff member reviews the appraisal and is given time to provide comments
1. Supervisor: Follow-up
* Follow-up with the staff member to see how plans are proceeding within any given timeframes
* Offer the staff member assistance in achieving goals and encourage discussion of successes and obstacles throughout the upcoming year (coaching)