



# Lansing School District

## Meet and Confer Evaluation

**The Meet and Confer Performance Based Evaluation** is an instrument that provides a chance for supervisors and employees to review and discuss work performance and expectations. The process serves as an opportunity to set goals, both as individuals and departments. The evaluation process also provides for a self-assessment, an opportunity to self-reflect and consider your strengths and weaknesses. Finally, the Performance Based Evaluation will also be used to determine future pay step increases.

Meet and Confer employees must meet the **Effective** or **Highly Effective** standard to qualify for a step increase.

Note: Meet and Confer employees that have reached the top step will receive a stipend of \$900.

The Meet and Confer evaluation process consists of two steps:

### **Step 1: MID-YEAR EVALUATION SHALL BE COMPLETED NO LATER THAN JANUARY 15<sup>th</sup>**

Mid-Year Evaluation consists of a conference between the employee and his/her supervisor(s):

1. The employee may self-evaluate prior to meeting with their supervisor as a base for discussion;
2. The supervisor will complete a full evaluation and discuss areas that need attention and/or improvement and submit a completed copy to Human Resources;
3. Review employee job duties, work performance expectations and any changes that will occur during the remainder of the school year related to the employee's duties;
4. Provide the employee with a copy of the Meet and Confer Evaluation to be used in the May conference.

### **Step 2: FINAL EVALUATION SHALL BE COMPLETED BETWEEN MAY 1<sup>st</sup> and the Friday before Memorial Day**

Final Evaluation consists of a conference between the employee and his/her supervisor(s) to:

1. Discuss the evaluations completed by the supervisor(s) and the employee;
2. Provide employee copies of the completed evaluation; and
3. If applicable, discuss an improvement plan (attach copy of improvement plan).
  - a. The Performance Improvement Plan (PIP) shall include key information about the issue(s), including a prior verbal counseling(s) or written warning(s), the work performance and/or behavior issue(s) that must be addressed and corrected during the PIP period, and the dates on which the employee's work performance and/or behavior will be reviewed.
  - b. The PIP should identify training and/or recommendations that will assist the employee to succeed with the Performance Improvement Plan (PIP).



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## Meet and Confer Evaluation

Employee Name:	Job Title:
Supervisor Name:	Department:
	Date:

**MEET AND CONFER PERFORMANCE REVIEW SCALE:**

(4) Highly Effective (3) Effective (2) Minimally Effective (1) Ineffective

SECTION 1: CUSTOMER SERVICE	POINTS:			
a. Maintains professional and courteous demeanor and positive attitude	<input type="checkbox"/> 4	<input type="checkbox"/> 3	<input type="checkbox"/> 2	<input type="checkbox"/> 1
a. Notes:				
b. Maintains confidentiality of district records	<input type="checkbox"/> 4	<input type="checkbox"/> 3	<input type="checkbox"/> 2	<input type="checkbox"/> 1
b. Notes:				
c. Provides consistent, quality customer service to internal and external individuals	<input type="checkbox"/> 4	<input type="checkbox"/> 3	<input type="checkbox"/> 2	<input type="checkbox"/> 1
c. Notes:				

SECTION 2: COOPERATION AND DEPENDABILITY	POINTS:			
a. Accepts job assignments in a positive manner	<input type="checkbox"/> 4	<input type="checkbox"/> 3	<input type="checkbox"/> 2	<input type="checkbox"/> 1
a. Notes:				
b. Accepts and implements constructive criticism	<input type="checkbox"/> 4	<input type="checkbox"/> 3	<input type="checkbox"/> 2	<input type="checkbox"/> 1
b. Notes:				

**SECTION 2: COOPERATION AND DEPENDABILITY (continued)**

c. Maintains a positive working relationship with supervisor and other

 4 3 2 1

c. Notes:

d. Demonstrates job relevant knowledge and essential skills, such as work practices, policies, procedures, as well as the relationship of work to the mission of the Lansing School District

 4 3 2 1

d. Notes:

e. Attendance is regular and punctual

 4 3 2 1

e. Notes:

f. Participates actively in departmental meetings as requested

 4 3 2 1

f. Notes:

g. Completes assigned tasks by assigned deadlines with a high level of quality, thoroughness and accuracy

 4 3 2 1

g. Notes:

h. Shows initiative by the ability to be self-starting, resourceful and creative

 4 3 2 1

h. Notes:

<b>SECTION 3: ANNUAL GOALS</b>		<b>POINTS:</b>	<b>x3 (Weighted) =</b>		
Professional Growth Objective for _____ - _____ School Year		<input type="checkbox"/> 4	<input type="checkbox"/> 3	<input type="checkbox"/> 2	<input type="checkbox"/> 1
Notes:					
Professional Growth Objective for _____ - _____ School Year					
Notes:					

<b>SECTION 4: OVERALL ASSESSMENT</b>	
Please discuss the following areas and include specific examples as needed.	
Areas of Strength:	
Areas of Growth:	



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Reason for the Evaluation (Select One)		
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
New Employee (60 Days)	Annual Evaluation	Mid-Year Evaluation

Issuance of an Improvement Plan (Select One)	
<input type="checkbox"/>	<input type="checkbox"/>
Yes, an Improvement Plan will be issued.	No, an Improvement Plan will not be issued.

FINAL EVALUATION SUMMARY	
Total Points Awarded:	Average Points (Total/14):
Final Evaluation Rating:	<input type="checkbox"/> 4.0 – 3.01: Highly Effective
	<input type="checkbox"/> 3.0 – 2.01: Effective
	<input type="checkbox"/> 2.0 – 1.01: Minimally Effective
	<input type="checkbox"/> 1.0 – 0.01: Ineffective

Administrator/Supervisor Signature:

Date:

Employee Signature:

Date:

**Note:** An employee may submit additional comments to this evaluation. Statements will be attached to the evaluation and placed in the employee’s personnel file. The employee has 24 hours to submit their additional comments.

The employee is to receive a copy of any completed evaluation forms within five (5) business days from date of evaluation. The original is to be submitted to the Human Resources Office.

*Signing of this form by the employee simply means that the employee has received a copy of the evaluation; not that the employee is in agreement with the final evaluation rating.*

*Meet and Confer step increases will go into effect yearly, on July 1, following the final yearly evaluation.*