

**C Series**

**CBI-E**

**NORTH COUNTRY CHARTER ACADEMY STAFF EVALUATION**  
**CATEGORY = RECOMMENDED**

The Principal will cause all professional staff to be evaluated for performance and effectiveness through a written evaluation procedure. Evaluation will be consistent with but not limited to the Performance Evaluation and Planning (PEP) form.

**Performance Evaluation and Planning (PEP) Form**

Employee's Name:

Job /Classification/Title:

Department:

Manager/Supervisor Name and Title:

Review Period:        From

To

Review Type and Date:        Annual Review

Date

Purpose:

The purpose of PEP is to provide summary feedback to staff members on their performance for the year, and to provide clear goals and development plans for the coming year.

Instructions:

Please complete each section of the form below. For additional information, please see the Form Instructions.

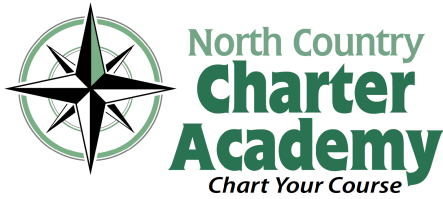
*1st Reading: October 20, 2011*

*2nd Reading: December 15, 2011*

*Adoption: January 24, 2012*

*Proposed Reconsiderations:*

*Revisions: November 16, 2023*



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### Section 1: Evaluation of Past Year

#### Section 1A: Job Responsibilities

#### Section 1B: Individual Goals

#### Section 1C: Behaviors

#### Section 1D: Manager's Overall Evaluation

### Section 2: Plan for Coming Year

#### Section 2A: Goals for Coming Year

#### Section 2B: Development Plan

#### Section 1A: Evaluation of Job Responsibilities

Comments on performance of job responsibilities

#### Section 1B: Evaluation of Individual Goals

Comments on performance on individual goals (measurable actions and results)

#### Section 1C: Evaluation of Behaviors

Comments on behaviors demonstrated

#### Section 1D: Manager's Overall Evaluation (required section)

Summarize the employee's performance, discussing areas of strength and areas for improvement. Provide Overall Evaluation.

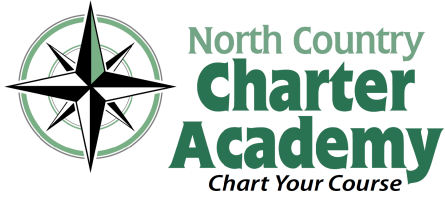
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Employee comments on any aspect of the performance evaluation.

### Section 2A: Goals for Coming Year

Goal    Description and Measures

1.

2.

3.

4.

### Section 2B: Development Plan

Area for Development    Describe Development Activities

1.

2.

### Signatures (Required section)

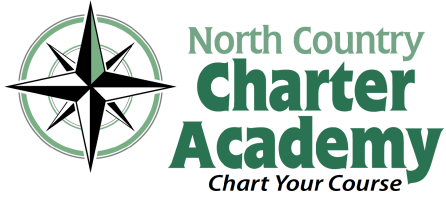
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Principal

Employee

Next Management Level

Date

Date

Date

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