

**Evaluation of
Personnel**

Evaluation of all personnel will be a continuous process based on approved performance criteria and instruments used for objectively gathering, analyzing, and interpreting evidence regarding both strengths and limitations demonstrated by employees in their approved assigned positions with the District.

All employees will be evaluated at least once annually; however, evaluations may be made as frequently as the immediate supervisor deems necessary. Both the employee and the immediate supervisor must sign all evaluation documents. A copy of the evaluation must be given to the employee, kept by the immediate supervisor, and maintained in the employee's personnel file.