

SSPGS Employee Checklist Tool

Name: _____

Employee ID #: _____

1st Quarter					2nd Quarter				
Set expectations *share 7 core competencies					Encourage training opportunities				
Promote regular communication and eliminate surprises					Collect and discuss data/training reflections				
Recommend training opportunities					Use seven core competencies to measure job performance				
Ask for quarterly goals and training reflections					Recognize good work				
Determine if it is a professional development or evaluation year									
Give feedback									
Collect data									
3rd Quarter					4th Quarter				
Collect and discuss data/training reflections					Recognize good work				
Encourage training opportunities					Discuss employee goals for next year				
Recognize good work					Evaluations (Form 430-90) are due to OHRD by the last				
Evaluations (Form 430-90) are due to OHRD					instructional day (i.e. 06/13/2024) for employees who meet competency				
by the first Friday in March (i.e. 03/01/2024) for employees NOT meeting competency									

D³ + S = Success (documented, dated, discussed & signed)

Dates to remember:

October: OHRD will send a list of employees in evaluation year

Evaluation (Form 430-90) due date for employees NOT meeting competency:

No later than the first Friday in March (i.e. 03/01/2024)

Evaluation due date for employees meeting competency: Last instructional day for students (Form 430-90) (i.e. 06/13/2024)

Contact:

Professional Growth Consultants: 240-740-8067

Date of Last Evaluation : _____

PDP Year One: _____

PDP Year Two: _____

Next Evaluation Due: _____