

SSPGS Employee Checklist Tool

Name: _____

Employee ID #: _____

1st Quarter	2nd Quarter
Set expectations *share 7 core competencies	Meet with employee regarding PDP (due by 12/15 for 1st year)
Promote regular communication and eliminate surprises	Complete PDP if necessary (Form 425-53)
Recommend training opportunities	Encourage training opportunities
Ask for quarterly goals	Collect data
Determine if it is PDP or Evaluation year	Use seven core competencies to measure job performance
Give feedback	Recognize good work
Collect data	
3rd Quarter	4th Quarter
Collect Data	Evaluations are due by last instructional day for students (Form 430-90)
Encourage training opportunities	Discuss employee goals for next year
Recognize good work	Recognize good work
Evaluations (Form 430-90) are due to OHRD by the first Friday in March (i.e. 03/03/2017) for employees NOT meeting competency	PDP (2nd year) due by June 15th

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

Dates to remember:

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

December 15th: PDPs are due for employees in year 1 (Form 425-53)

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

No later than the first Friday in March (i.e. 03/03/2017)

Evaluation due date for employees meeting competency: Last instructional day for students (Form 430-90)

June 15th: PDP for employees in year 2 (Form 425-53)

Contact:

Professional Growth Consultants: (301) 217-5116

Intake for the PIP process: Rob Grundy (301) 279-3361

Next Evaluation Due: _____

PDP Year One: _____ (12/15)

PDP Year Two: _____ (06/15)

Date of Last Evaluation: _____