Criteria for Successful
Support Professional Evaluations

The evaluation must include—

Claim statement based on employee performance for each competency
- The report illustrates an understanding of the Core Competencies through clear,   focused claims.

Evidence in support of claims
- Evidence aligns with the claim.
- The report contains evidence from a variety of sources (e.g. participation in meetings, communication with peers or other offices, samples of work, etc.) that support specific claims.

Impact on students/clients
- The report explicitly addresses the impact of the employee's skills on students and the team's product/delivery of services, including a variety of sources, both formal and informal.

Judgment
- The conclusions drawn throughout the report are supported by the data.

Professional growth
- The report conveys a clear sense of the employee's professional growth during the entire evaluation period.
- The document considers the employee's self-evaluation and plans for future growth.

Rating
- The final rating is justified by the claims and evidence.