

To: All Staff Supervisors

From: Chuck Reece

Re: Job Coaching Forms (a.k.a. Evaluations, Continuous Improvement Plans)

Last year we undertook a major revision in how we appraise performance and assist our staff in improvement. This revision was based upon the premise that the format should include job specific data - in other words, the job description and the appraisal form should include the same stuff.

Well, it is now ready for use! Please feel free to make changes as you see fit. You are welcome to ask your staff to conduct a self-appraisal and then do a joint appraisal if that suits your needs better.

Turn your completed and signed forms in prior to July 31, 2005. If you have questions or would like assistance, please let me know. Thank you.

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