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# ANNUAL EVALUATION (HR-W005)

SAINT LOUIS PUBLIC SCHOOLS

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## 1.0 SCOPE:

- 1.1 This work instruction discusses the process that is used to perform employee evaluations for Saint Louis Public Schools.

The online version of this procedure is official. Therefore, all printed versions of this document are unofficial copies.

## 2.0 RESPONSIBILITY:

- 2.1 Human Resources Technician

## 3.0 APPROVAL AUTHORITY:

- 3.1 Human Resource Chief Officer

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

## 4.0 DEFINITIONS:

- 4.1 SLPS - Saint Louis Public Schools
- 4.2 SAP – Information system used at Saint Louis Public Schools
- 4.3 HR – Human Resource
- 4.4 Outlook – Software program used at SLPS

## 5.0 WORK INSTRUCTION:

- 5.1 HR sends a letter of instruction and a ratings spreadsheet to administrators listing how to turn in the information, the date due to HR, who to turn it in to , and who is being evaluated.
- 5.2 Obtain the SAP notification for employee evaluation.
- 5.3 Print the evaluation form from the evaluation form folder on Outlook.
- 5.4 Administrator should complete the form, obtain the employee's signature, and give the employee a copy of the evaluation form.
- 5.5 After the signature, a copy is sent to the employee's location and a copy to HR.
- 5.6 The rating spreadsheet is returned to HR.
- 5.7 HR uploads the spreadsheet information into SAP. (See HR-W006)
- 5.8 HR files a copy in the employee's folder.

## 6.0 ASSOCIATED DOCUMENTS:

- 6.1 Evaluation Form
- 6.2 Rating spreadsheet
- 6.3 Evaluation Instruction

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### 7.0 RECORD RETENTION TABLE:

<u>Identification</u>	<u>Storage</u>	<u>Retention</u>	<u>Disposition</u>	<u>Protection</u>
Evaluation	File Cabinet	999 years	N/A	Secured Office

### 8.0 REVISION HISTORY:

<u>Date:</u>	<u>Rev.</u>	<u>Description of Revision:</u>
04/02/08		Initial Release

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