

Support Personnel (Salary Schedule E and H)

Support personnel evaluation procedures will include an annual evaluation by the immediate supervisor. After the evaluation packet is complete, the supervisor will:

- Conduct an evaluation interview reviewing the evaluation packet
- Provide the employee with the opportunity to make any written comments and sign the appropriate forms
- Submit the evaluation packet to the appropriate college-wide supervisor.

The college-wide supervisor will review the evaluation packet prior to placement in the employee's official personnel file.