

Performance Evaluation Probationary Period

Newly hired Managers are reviewed at the end of their six month probationary period and all managers who are promoted into a higher level position. During this probationary period, your administrator will highlight your strengths and weaknesses. It should be used to help a manager develop better skills and abilities in his or her position. A manager should also be informed of any skills development or training he/she needs.

This is a constructive time to determine if the position is right for you. It is important to understand the role of your position and how you are able to contribute to the District.

After a probationary period a manager is evaluated every anniversary date each year. *An anniversary date* is when the manager is granted a step advancement. During the first sixteen (16) days of the month, the anniversary date is the first day of the month. If assigned after the sixteenth of the month, the anniversary date is assigned to the following month.

The [procedures](#) and [form](#) is available on our District Portal website.