

SOMERSET COUNTY PUBLIC SCHOOLS

PERFORMANCE APPRASIAL PROCESS

ATTACHMENT 1



TO: **Name**
FROM: **Name**
SUBJECT: Mid Year Performance Conference
DATE:
CC:

We met today to discuss and clarify your goals for this year as a part of your Performance Appraisal. We agreed on the following goals:

1.

2.

During this conference we also discussed the following items of importance to me regarding your work this year.

1.

2.

You made the following points in regard to these items.

1.

2.

This confirmation of our meeting will be filed your file with Personnel.* Best wishes for a successful year. I look forward to our work together.

Employee Signature

Date

Employee's signature indicates that the conference was held and that the employee has seen but does not necessarily concur with this report.

Employee Signature

Date

* If there is anything in this confirmation of our meeting to which you object or would like to clarify you are welcome to attach comments to be attached in your file.

SOMERSET COUNTY PUBLIC SCHOOLS

PERFORMANCE APPRAISAL PROCESS

ATTACHMENT 1



TO: **Name**
FROM: **Name**
SUBJECT: Mid – Year Performance Conference
DATE:
CC:

You and I met today regarding your work performance. Also present were:

The issues that we discussed were:

- 1.
- 2.
- 3.

The resolutions to these issues that I need from you are:

- 1.
- 2.

You have agreed to correct these concerns by doing the following:

- 1.
- 2.

You will do this immediately, within the next week, over the next month.

Please note that failure to comply with these expectations will necessitate in a disciplinary conference, may result in disciplinary action, and may lead to suspension or termination.

This confirmation of our meeting will be filed with your Personnel file.* You have the right to indicate your views in writing regarding this summary of our conference. It will be attached to this memo at your request.

Employee Signature

Date

**Employee's signature indicates that the conference was held and that the employee has seen but does not necessarily concur with this report.*

Name of Person Preparing Summary of Conference

Date

cc: Supervisor, Employee File

Shared File/Documents Administrators' Conference Documentation Form for Classified Employees