

Pre-Evaluation Notice

Certified Employee _____

A pre-evaluation meeting was held on _____. The purpose of the meeting was to inform the employee of the details of the evaluation process including, but not limited to forms to be used and number of evaluations.

Evaluator Signature *Date*

Certified Employee Signature *Date*

Check one: Alternative plan _____
 Supervisory plan _____

Approved by _____
Evaluator signature *Date*

Approved: 1/27/11
Effective: 7/1/11