



Beginning-of-Year, Mid-Year, and End-of-Year Professional Growth Conferences Guidance Document for Appraisers and Appraisees

Growth Conference Structure: The Growth Conference must be held during the workday. Appraisers should allow ample time to discuss each employee's performance in relation to their individual and organizational goals. Both in-person and virtual professional growth conferences are permitted. Remember, all evaluation activities must be completed in eDoctrina.

Growth Conference Agenda Guidance Document	
Evaluation Resources ■ Staff Portal - Bargaining Union Handbooks and Timelines ■ Sample Questions and Topics - To facilitate the Growth Conference ■ Sample Agenda	
Agenda Topics	Suggested Talking Points/Guiding Questions
Introduction and Purpose of Professional Growth Conference	State the purpose of the Professional Growth Conferences ● By the end of the Professional Growth Conference, we will: ○ Reflect on your performance and job expectations ○ Discuss previous year and/or current year evaluation performance ○ Review your final Goal(s)/Performance Objectives ○ Discuss next steps Set expectations for the feedback the employee will hear during this Professional Growth Conference ● Suggested topics for discussion: ○ Previous year's performance (returning appraisee) ○ Current performance expectations ○ Goal(s)/Performance Objectives for the current school year ○ Student Growth Measures/Program Growth ○ Impact of performance on department/school/division goals
Appraisee Reflection and Development on Goals/Performance Objectives and Performance	Beginning-of-Year (BOY) Professional Growth Conferences ● Appraisees have an opportunity to reflect on their performance and professionalism over the previous and current school year (returning appraisee), which will assist in developing goals for the current year. ● Think of possible goal(s)/performance objectives and discuss expectations for the current school year. ● Reflect on previous employee observation feedback (returning employees) ● Discuss and develop Appraisee goal(s)/performance objectives and expectations for the current year. ● Collaboratively adjust and develop goals/performance objectives for the current year. ● Discuss any misunderstandings and provide clarity on any expectations for the year. ● School-Based Only: At this time, the Appraisee should develop and discuss the SGM goal and begin to identify the preliminary Quantitative SGM roster. Once this is completed, the Appraisee should send it to the Appraiser with “Appraiser Review” status. The Appraiser should review the SGM and ensure it meets the guidelines. Once complete, change status to “Initial Approval awaiting Final Results.” ● Reminder: Use the Professional Growth Tool to guide the discussion.

Appraisee/ Appraiser Implementat ion, Review, and Progress Monitoring on Goals/Perfor mance Objectives and Performance Resources Needed: Professional Growth Tool, Observations, Data Collection, and Feedback,	Mid-Year (MY) Professional Growth Conference • Review and discuss the implementation of the appraisee’s performance and goals/performance objectives. • The Appraisee should take this opportunity to share thoughts and evidence on performance and goal(s)/performance objectives. • Discuss and review progress toward the goal(s)/performance objectives. Identify and make adjustments to strategies to attain the goal(s)/performance objectives if needed. • Ensure the employee understands the feedback and progress toward goal(s)/performance objectives attainment. • Discuss and provide any professional learning or resources to assist the Appraisee in reaching their goals(s)/performance objectives. • Make connections to impact through the lens of the evaluation standards. • Share any obstacles and/or learning challenges in working towards goal(s) and performance objectives. • Discuss any adjustments to strategies needed or made to make progress toward goal(s) or performance objectives. • Provide the employee with comprehensive feedback on their evaluation standard(s) and/or indicator(s) as the goal. • Provide current employee performance feedback. • School-Based Only: At this time, the Appraiser must review the Quantitative SGM Roster for Student Names, Baseline, and Target Scores entered for each student listed. If not updated in the BOY, update the status to “Initial Approval awaiting Final Results”.  Reminders: • Use the Professional Growth Tool and feedback to guide the discussion. • New employees must create an SGM no later than 30 days after their start date.	
Review, Reflection, Next Steps, and Closing of Goals/Perfor mance Objectives and Performance	School-Based End-of-Year (EOY) Professional Growth Conference • Ask the Appraisee to reflect on employee performance over the course of the entire school year. Appraisee shares thoughts and evidence on performance and goals/performance objectives. • Discuss and review progress made toward professional targets (SGM(s) and Professional Practice): ○ Use SGM data, observations, and evidence to support the discussion • The Appraiser must review the Quantitative SGM Roster final data entry. Update the status of all SGMS to “Final Approval”. • Identify possible focus areas to include for next year’s goal(s)/performance objectives. • Share any challenges and key learning experiences gained while working toward	Non-School Based End-of-Year (EOY) Professional Growth Conference • Ask the Appraisee to reflect on employee performance over the course of the entire school year. Appraisee shares thoughts and evidence on performance and goals. • Review and reflect on the Appraisee’s goals/performance objectives and updates for this year. • Identify possible focus areas to include for next year’s goal(s)/performance objectives. • Share any challenges and key learning experiences gained while working toward your personal and organizational goals. • The Appraiser must enter Final comments in the designated space within the electronic platform to ensure they are included on the Final Evaluation Report. • Complete the electronic signature process for the

	your personal and organizational goals. • The Appraiser must enter Final comments in the designated space within the electronic platform to ensure they are included on the Final Evaluation Report. • Complete the electronic signature process for the EOY Growth Conference.	EOY Growth Conference.
	 Reminder: Use the Professional Growth Tool and feedback to guide the discussion.	
Close Out the Evaluation Year	School-Based Review, Share, and Sign the Employee's Final Evaluation Report • The Appraiser must generate the final evaluation report by clicking the 'UPDATE' icon in the electronic platform. • Ensure the Final Evaluation Report is complete and electronically signed by the Appraiser and Appraisee. ○ If you are unable to finalize the Final Evaluation Report, check for missing data. The Final Evaluation Report will not be generated if there is missing data. • First, the Appraiser must share and complete the electronic signature process for the Final Evaluation Report. • Next, the Appraiser must complete the electronic signature process for the Final Evaluation Report.	Non-School Based Review, Share, and Sign the Employee's Final Evaluation Report • The Appraiser must generate the final evaluation report by clicking the 'UPDATE' icon in the electronic platform. • Ensure the Final Evaluation Report is complete and electronically signed by the Appraiser and Appraisee. ○ If you are unable to finalize the Final Evaluation Report, check for missing data. The Final Evaluation Report will not be generated if there is missing data. • First, the Appraiser must share and complete the electronic signature process for the Final Evaluation Report. • Next, the Appraiser must complete the electronic signature process for the Final Evaluation Report.