



Conversation Guide & Checklist for Evaluators



Best Practices: Classified Reimagined Evaluator Responsibilities

Timeline: Beginning of Year (August-October), Mid-Year (December-February), and End of Year (April - May)

Beginning of Year (BOY)

August 1 - October 1

- ☐ Schedule time to host BOY conversations in accordance with applicable [bargaining agreements](#) and timelines.
- ☐ Meet for a BOY conversation to discuss:
 - The employee's job description.
 - The elements of the [Classified Reimagined Evaluation](#) and process.
 - Areas of focus or goals for greatest positive impact in relation to the building and/or population served
 - Growth areas for individual professional development
 - Timing and process for sharing feedback throughout the year in support of the employee's ongoing professional growth
- ☐ Set expectations: dedicated mid-year (MY) and end-of-year (EOY) conversations between evaluator and employee; written MY and EOY evaluations with ratings using the [Classified Reimagined Evaluation](#).
- ☐ Set norms for the frequency of 1:1 meetings; coaching and feedback.

Mid-Year (MY)

December 9 - January 31

- ☐ Schedule and host MY conversations by January 31 in accordance with applicable [bargaining agreements](#) and timelines.
- ☐ Invite and encourage your direct reports to complete a self-reflection using this [Google Form Link](#).
 - *The link above is ONLY for employees' self-reflections.*
 - *Once submitted, a copy of the self-reflection will automatically be emailed to the team member and to you.*
- ☐ [Draft MY evaluation forms](#), and ask your direct reports if they would like you to share it with them 24 hours prior to the MY conversation to allow time for them to review it.
 - *At mid-year, each performance factor is reviewed and feedback is provided on areas of strength and opportunities for growth. **Ratings are not provided for the mid-year evaluation.***
- ☐ Review self-reflections submitted by your direct reports.
- ☐ Meet for the MY conversation and discuss the evaluation.
- ☐ Submit MY evaluations using this [Google Form link](#).
 - *Once submitted, a copy of the evaluation will automatically be emailed to the team member you evaluated and to you.*



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End of Year (EOY)

April 7 - May 23

- ☐ Schedule time to host EOY conversations by May 23, in accordance with applicable [bargaining agreements](#) and timelines.
- ☐ Invite and encourage your direct reports to complete a self-reflection using this [EOY Self-Reflection Link](#).
 - *The link above is ONLY for employees' self-reflections.*
 - *Once submitted, a copy of the self-reflection will automatically be emailed to the team member and to you.*
- ☐ [Draft EOY evaluation forms](#), and ask your direct reports if they would like you to share it with them 24 hours prior to the EOY conversation to allow time for them to review it.
- ☐ Review self-reflections submitted by your direct reports.
- ☐ Meet for the EOY conversation and discuss the evaluation. Provide evidence and feedback to support the ratings. Make adjustments if needed.
- ☐ Submit EOY evaluations using this [EOY Supervisor Evaluation Form link](#).
 - *Once submitted, a copy of the evaluation will automatically be emailed to the team member you evaluated and to you.*