

ANNUAL EVALUATION PROCESS

Instructions and Schedule

Enclosed is the packet to guide you through the CCNC-N Annual Evaluation Process. This packet contains:

- Annual Evaluation Process - Instructions and Schedule
- Annual Evaluation Process – Purpose and Guidelines
- Self Evaluation Form - available in downloadable Word format for interactive completion or in hard copy format (available in Regional Office)
- Peer/Other Feedback Form (available in downloadable Word format for interactive completion or in hard copy format (available in Regional Office)
- Your Job Description
- CCNC-N Five Year Vision

Important Note: *These documents also can be downloaded from the CCNC-N website, under Regional Resources, under the heading “Annual Evaluation Process.”*

Instructions and Schedule:

- Self Evaluation Form
 - To be distributed to you via email during the timeframe you and Ben Bohren have agreed upon.
 - Review the Annual Evaluation – Purpose and Guidelines document.
 - Complete the Self Evaluation Form and return it to Ben Bohren by the date agreed upon (along with the completed Peer/Other Feedback Forms – see below)
 - If using the downloadable Form and completing it on your computer, print the completed copy, sign it, and send the hard copy to Ben Bohren. Do not email the completed Form.
- Peer/Other Feedback Form
 - To be distributed to you via email along with other forms.
 - Select two individuals to complete the Peer/Other Feedback Forms:
 - Both people need to have knowledge of your functional area as well as be able and willing to provide relevant and specific feedback.
 - You may include one CCNC-N staff person to provide feedback, but you do not have to.
 - Ben Bohren will provide a list of suggestions for consideration.
 - You may choose individuals who are not on the suggested list.
 - Send both the Peer/Other Feedback Form and the CCNC-N Five Year Vision to the people you choose.
 - Completed Feedback Forms need to be returned to you in time to include with your Self Evaluation Form that you will send to Ben Bohren
 - The person completing the Form can use the downloadable Form or a hard copy Form. He or she will need to complete the Form, sign it, and return it to you
 - Return the completed Peer/Other Feedback Forms with your Self Evaluation Form to Ben Bohren by the date agreed upon.
- The Annual Evaluation Review meeting between you and Ben Bohren will be held during the timeframe agreed upon.