

PROCEDURE MANUAL

 ARIZONA WESTERN COLLEGE		PROCEDURE 440.3	
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		Last Revision Date:	09-30-98
Effective Date:			
Section:	Personnel	Subject:	Classified Employee Appraisal

PURPOSE

Classified employee appraisal is a process whereby all full-time classified employees are evaluated on their performance.

PROCEDURE

1. The Director of Personnel is responsible for implementing the classified employee appraisal procedure.
2. Classified employees will be evaluated on the schedule established by the classified employee appraisal procedure.
3. The appraisal procedure and required forms are available in the Personnel Office.
4. Any revisions in the appraisal process must be approved by the classified employee committee established to review the appraisal system.