

**Garden Grove Unified School District
Recommended Improvements**

School Year : 20 / 20

Conference Date :

Employee :

Location :

Position :

Teaching Assignment :

Status : Temporary

Probationary

Permanent (3-10)

Permanent (11+)

Evaluator :

Title :

A written description of the evaluator's recommendations for employee corrective action is required in the areas enumerated on observation forms in which employee performance is less than satisfactory as indicated by written records. Observation and conference dates must appear below for at least two observations.

Observation Dates:

Conference Dates:

AREA(S) NEEDING IMPROVEMENT:

PLAN FOR CORRECTIONS, TIMELINE AND FOLLOW UP:

Evaluator's Signature

Date

Employee's Signature

Date

I have received a copy of the evaluator's recommendations. My signature does not necessarily indicate agreement. A separate statement of Employee Response may be attached to this report and may include a request for a conference with the Office of Personnel Services.

Original - Employee Personnel File
Copy One - Employee
Copy Two - Evaluator

(Rev. 3/09)