



**CHICAGO
TEACHERS
UNION**

**CHECKLIST FOR PSRP EVALUATION
2021-2022**

	PRINCIPAL RESPONSIBILITY	SOURCE	PSRP RESPONSE AND COMMENTS
1)	Thirtieth (30th) day orientation is July for 52 week, and August or September for 10 month employees.	CPS Guidelines	Yes___ No___
	SELF-ASSESSMENT (OPTIONAL)	SOURCE	PSRP RESPONSE AND COMMENTS
2)	Optional employee self-assessment between November 1st and November 30th (highly recommended).	CPS Guidelines	Yes___ No___
	MID-YEAR EVALUATION	SOURCE	PSRP RESPONSE AND COMMENTS
3)	Between December 1st and February 15th, the administration must provide you with a mid-point evaluation if you are projected to receive an unsatisfactory.	CPS Guidelines	Yes___ No___
4)	As part of the mid-point, the administration must provide you with strategies and activities to improve through the official evaluation form.	CPS Guidelines	Yes___ No___
5)	If you are not provided a mid-point evaluation, you cannot receive an unsatisfactory or be laid-off outside of seniority.	CPS Guidelines	Yes___ No___
	SUMMATIVE EVALUATION	SOURCE	PSRP RESPONSE AND COMMENTS
6)	Use of benefit days cannot be factored into your overall rating or any of the Effectiveness, Dependability or Professionalism components.	2-1, CPS	Yes___ No___
7)	You must be provided a draft summative rating, with the ability to influence the outcome prior to the rating becoming final.	CPS Guidelines	Yes___ No___
8)	The annual summative rating must be issued from May 1st to June 30th.	CPS Guidelines	Yes___ No___