1. Participants will increase their understanding of the do's and don'ts for employee evaluations.

**Professional Development Presenter:** Tracy Copenhaver

**Professional Development Training Description and Objectives:** This presentation will cover employee evaluations and recommendations of what to include and what not to include, as well as information regarding evaluations and plans of assistance for employees with performance problems.

1. Participants will increase their understanding of the do’s and don’ts for employee evaluations.

**Log in Connection:** Click this URL to join: [https://zoom.us/j/845131433](https://zoom.us/j/845131433).

Or go to [https://echo.zoom.us/join](https://echo.zoom.us/join). Enter meeting ID: 845 131 433

**Phone in Connection:** Dial: +1 (408) 638-0968 (US Toll) or +1 (646) 558-8656 (US Toll)

Meeting ID: 845 131 433

**Captioning Link:** [http://www.streamtext.net/text.aspx?event=CFI-WIND](http://www.streamtext.net/text.aspx?event=CFI-WIND)

**Privacy/Confidentiality**

All information will be de-identified during each session. Door to ECHO room must be closed, and sign posted.

**Pagers/Cell Phones:**

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**Microphone/Sound:**

Please mute local microphone when other sites are presenting to prevent feedback.

**Continuing Education:**

PTSB and UW Outreach credit will be offered for the academic year 2016-2017.

**Disclosure:**

NONE

**Weekly Session Evaluation:**


**Session Reminders**

- **Privacy/Confidentiality:** All information will be de-identified during each session. Door to ECHO room must be closed, and sign posted.
- **Pagers/Cell Phones:** All pagers and cell phones must be muted during each session. Leave the room to answer a phone call/page.
- **Microphone/Sound:** Please mute local microphone when other sites are presenting to prevent feedback.
- **Continuing Education:** PTSB and UW Outreach credit will be offered for the academic year 2016-2017.
- **Disclosure:** NONE


THIS UW ECHO IN EDUCATIONAL LEADERSHIP SESSION WILL BE AUDIO AND VIDEO RECORDED.

YOUR PARTICIPATION CONFIRMS YOUR CONSENT TO THIS RECORDING.

PLEASE NOTE: IF PARTICIPATING VIA AUDIO, PLEASE BE PREPARED TO INTRODUCE YOURSELF, INCLUDING YOUR LOCATION. THANK YOU.

FOR VIDEO TECH SUPPORT PLEASE CONTACT KYLE BARGER: (307) 766-2766 OR projectecho@uwyo.edu.

THANK YOU FOR YOUR PARTICIPATION!