



RED CLAY CONSOLIDATED SCHOOL DISTRICT
ADMINISTRATIVE MEMORANDUM

EMPLOYMENT POSITION REVIEW | 4010.2

All supervisors must meet with newly hired employees or current employees transferring in to a new position within 10 days of employment to review the following:

1. Job description
2. Expectations of the supervisor as related to employment
3. Probation period
4. Evaluation procedure and document
5. Other relevant information related to the employee's position

The new employee and supervisor shall sign an Employment Position Review Form (attached). A copy of the form shall be forwarded to the Office of Human Resources to be placed in the personnel file of the employee.

Questions about the information contained in this administrative memorandum should be directed to the Director of Human Resources.