



## COLUMBUS CITY SCHOOLS RATING SUMMARY EVALUATION CHALLENGE FORM

A Rating Summary Challenge form can be filed only if the employee receives a "Does Not Meet Expectation" in 4 or more competencies on the Rating Summary area.

NAME OF EMPLOYEE \_\_\_\_\_ JOB TITLE \_\_\_\_\_

DEPT \_\_\_\_\_

DATE OF EVALUATION \_\_\_\_\_

RATER'S NAME \_\_\_\_\_ RATER'S TITLE \_\_\_\_\_

EMPLOYEE'S SIGNATURE \_\_\_\_\_ Date \_\_\_\_\_

PERSONNEL RECEIVING CHALLENGE \_\_\_\_\_ Date \_\_\_\_\_

*The Rating Summary Challenge Form must be filed within 3 work days of the employee receiving the signed evaluation form and returned to Human Resources Administration at 3700 S. High Street or emailed to: [jsteele@columbus.k12.oh.us](mailto:jsteele@columbus.k12.oh.us)*

*A copy of the completed Rating Summary Challenge Form filed by the employee will be forwarded to the Rater and the Reviewer for their information.*

*The decision of the Director of Human Resources Administration shall be final and binding. There shall be no request for arbitration, or appeal to the Civil Service Commission or to any other body.*

**Briefly explain the reason for Challenge - attach any supporting documents**

## CHALLENGE FORM SUPPLEMENT SHEET

COMPETENCY BEING CHALLENGED: \_\_\_\_\_

Explain clearly why you disagree with the rating (furnish documentation if appropriate):

COMPETENCY BEING CHALLENGED: \_\_\_\_\_

Explain clearly why you disagree with the rating (furnish documentation if appropriate):

COMPETENCY BEING CHALLENGED: \_\_\_\_\_

Explain clearly why you disagree with the rating (furnish documentation if appropriate):

**COMPETENCY BEING CHALLENGED:** \_\_\_\_\_

**Explain clearly why you disagree with the rating (furnish documentation if appropriate):**

**ADDITIONAL INFORMATION**