

## SUPPORT STAFF EVALUATION

---

EMPLOYEE

---

SCHOOL

---

DATE

### JOB EFFECTIVENESS

#### 1. Knowledge of Work

- a) Requires constant assistance or supervision
- b) Demonstrates minimal knowledge of job requirements
- c) Demonstrates acceptable knowledge of job requirements
- d) Seldom requires additional assistance or supervision
- e) Demonstrates superior knowledge of job requirements

#### 2. Quantity of Work

- a) Completes an insufficient amount of work in time allotted
- b) Completes an amount of work that is less than would be expected
- c) Completes an appropriate amount of work in time allotted
- d) Completes more work than would be expected
- e) Consistently completes an amount of work beyond expectations

#### 3. Quality of Work

- a) Quality of work is consistently unacceptable
- b) Quality of work is occasionally unacceptable
- c) Quality of work is acceptable
- d) Frequently produces a quality of work above what would be expected
- e) Consistently produces superior quality of work

#### 4. Communications

- a) Fails to communicate
- b) Occasionally communicates partial information
- c) Communicates when necessary
- d) Communications are clear and consistent
- e) Shares ideas and knowledge consistently

#### 5. Problem Solving Skills

- a) Requires constant direction and supervision
- b) Frequently requires some direction and supervision
- c) Occasionally requests some direction and supervision
- d) Seldom requires direction and supervision
- e) Requires no direction or supervision

## **INTERPERSONAL CHARACTERISTICS**

### **1. Relationships with Other Employees**

- a) Interacts poorly with other employees
- b) Requires improvement in cooperation and goodwill with other employees
- c) Establishes positive relationships with others
- d) Frequently promotes cooperation and goodwill with other employees
- e) Consistently promotes cooperation and has a positive effect on other employees

### **2. Interaction with Community \_\_\_\_\_ **N/A****

- a) Displays poor interpersonal skills
- b) Requires improvement in cooperation and goodwill
- c) Displays a business-like approach
- d) Establishes positive relationships

### **3. Interaction with Students \_\_\_\_\_ **N/A****

- a) Consistently inappropriate or unacceptable manner
- b) Interacts with students in an ineffective manner
- c) Interacts effectively with students in an appropriate manner
- d) Consistently works to improve relationships with students
- e) Consistently demonstrates superior interpersonal skills with students

### **4. Team Concept**

- a) Fails to support the concept of teamwork
- b) Utilizes teamwork strategies only when directed to do so
- c) Utilizes a "team" concept to support organizational goals
- d) Frequently promotes team concept to others
- e) Consistently utilizes and promotes a team concept to further organizational goals

### **5. Responsibility**

- a) Requires constant supervision
- b) Rarely accepts responsibility or performs without supervision
- c) Requires normal supervision and is as responsible as required
- d) Needs little supervision and accepts more responsibility than requires
- e) Requires no supervision and accepts all the responsibility

### **6. Dependability**

- a) Requires constant supervision to perform daily routine correctly
- b) Occasionally misses necessary task
- c) Rarely misses necessary task and is reliable
- d) Outstanding reliability and job is always completed correctly

## **PERSONAL CHARACTERISTICS**

### 1. **Punctuality**

- a) Frequently arrives late to work
- b) Occasionally arrives late to work
- c) Consistently arrives to work on time
- d) Adjusts hours to meet needs
- e) Consistently devotes additional time

### 2. **Attendance**

- a) Frequently absent
- b) Average attendance
- c) Seldom absent
- d) Always present

\_\_\_\_\_ Total days absent between \_\_\_\_ / \_\_\_\_ / \_\_\_\_ to \_\_\_\_ / \_\_\_\_ / \_\_\_\_

### 3. **Initiative**

- a) Consistently requires supervision to set work priorities
- b) Periodically requires supervision to set work priorities
- c) Starts and completes most tasks with little or no supervision
- d) Frequently displays extra initiative
- e) Consistently looks for opportunity to show initiative

### 4. **Attitude**

- a) Frequently complains and demonstrates a negative attitude
- b) Completes job requirements with little enthusiasm
- c) Completes job responsibilities in a positive manner
- d) Approaches all aspects of job with a positive attitude

### 5. **Effective Use of Time**

- a) Consistently does not get work done
- b) Occasionally does not get work done
- c) Work is always completed
- d) Handles interruptions and emergencies well while still completing assigned work
- e) Anticipates needs and coordinates work

### 6. **Eye for Improvement**

- a) Notices problems but passes them up
- b) Makes some suggestions or corrections
- c) Is always trying to make improvements
- d) Doesn't miss an opportunity for improvement

### 7. **Decision Making**

- a) Seldom makes a decision
- b) Difficulty making independent decisions
- c) Frequently makes appropriate decisions
- d) Always knows then and how to make appropriate decisions

(SCHOOL DISTRICT)

Evaluation of Non-Teaching Employee

For the \_\_\_\_\_ school year.

Name: \_\_\_\_\_

Assignment: \_\_\_\_\_



Discuss this employee's strengths:

Discuss areas in which this employee needs improvement:

Recommendation for future service:

\_\_\_\_\_  
Employee Signature                      Date

\_\_\_\_\_  
Evaluator Signature                      Date

\_\_\_\_\_  
Principal Signature                      Date

**Note: The employee's signature means the employee has read the evaluation. It does not necessarily mean the employee is in agreement with the evaluation. The employee is welcome to attach his/her own written comments.**