

(SCHOOL DISTRICT/INTERMEDIATE SCHOOL DISTRICT)
EVALUATION
Non-Instructional Staff

NAME _____ POSITION _____

Key: 1. Excellent Each section shall be completed by using the rating key
2. Good and/or comment line. The line is provided under each
3. Acceptable criterion for **constructive** comments. Additional comments
4. Needs Improvement may be attached to this form.

_____ **COMMUNICATION ABILITY:** Listening, speaking, writing, is discrete. Maintains confidentiality. Processes information effectively. Telephone skills.

_____ **ATTITUDE:** Is constructive, professional, supportive, courteous and positive. Works well with other staff.

_____ **INITIATIVE:** Interested in work. Willing to make decisions and work independently. Maintains good attendance.

_____ **KNOWLEDGE:** Understands and does job requirements efficiently.

_____ **ORGANIZATIONAL ABILITY:** Plans and performs work systematically. Makes efficient use of time, equipment, supplies and services of others. Meets deadlines.

_____ **QUALITY OF WORK:** Produces work that meets requirements of accuracy, effectiveness

and thoroughness.

_____ **RESOURCEFULNESS:** Has constructive ideas. Shows imagination in meeting situations. Originates effective solutions to problems.

_____ **PROFESSIONAL GROWTH:** Asks questions. Follows through promptly. Interested in self-development.

_____ **STABILITY:** Usually withstands pressure. Remains calm in stressful situations and accepts constructive criticism.

_____ **EFFECTIVENESS:** Effective with parents/public. Relates well with students/peers. Relates well with constituent district personnel.

_____ **APPEARANCE:** Appropriate grooming and attire.
