(SCHOOL DISTRICT)

# PERFORMANCE EVALUATION

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

Appraisal Period: (School Year): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Evaluator: (Designated Person): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 **Satisfactory Needs to Unsatisfactory**

 **Improve**

 **5 4 3 2 1**

**PERFORMANCE FACTORS:**

1. **Staff/Student Relationships** – The employee displays a willingness 5 4 3 2 1

to assist others and recognizes their position as a service to the

students, staff, administration and community.

1. **Attitude Towards Others** – Cooperative effort to satisfy the needs 5 4 3 2 1

and expectations of supervisor, associates and others. The

employee is a team worker and makes effective use of facts and

discretion in dealing with others.

1. **Attitude Toward Work** – The employee is able to adjust to changing 5 4 3 2 1

conditions, schedules and situations. The employee is flexible and

versatile and has the willingness to perform various types of

assignments with effectiveness.

1. **Quality of Work** – Individual is able to organize, plan and control their 5 4 3 2 1

own performance and duty responsibilities. Responsibilities are

performed in an efficient, complete and timely manner. Neatness, accuracy,

completeness and competence are evident. Meets department timelines.

1. **Attendance and Punctuality** – Employee is prompt and follows district and 5 4 3 2 1

department attendance procedures. Employee understands the importance

of his/her promptness for reporting to the department and understands the

expectations of their attendance.

1. **Appearance** – The employee’s general appearance is neat, clean and 5 4 3 2 1

appropriate to the surroundings in which they work.

1. **Initiative** – Employee does not wait to be instructed or asked. The employee 5 4 3 2 1

anticipates and responds accordingly and willingly. Duties are performed

automatically because of sensitivity and an awareness of the need for change,

improvement and cooperation. Employee finds solutions to concerns regardless

of obstacles, is resourceful and uses their abilities with minimal amount of

direction required.

1. **Responsibility** – The employee has a sense of ownership to perform the job 5 4 3 2 1

completely and in a timely manner. Demonstrates responsibility for dependability

and the ability to follow through with department procedures, laws and policies.

1. **Judgment/Confidentiality** – Employee makes sound decisions and exercises 5 4 3 2 1

discretion as appropriate, with regard to each independent situation.

1. **Knowledge of Work** – Employee has the skills, training and experience directly 5 4 3 2 1

related to the performance of their job description. Regularly updates and exercises

knowledge of position and uses information given through training and in-services.

Maintains all necessary and required certifications, licenses and/or other requirements

of their position and ensures those documents are provided to the department.

1. **Professional Development** – Employee displays a willingness to advance his/her 5 4 3 2 1

skill level through required and mandated training and in-servicing.

1. **Customer Focus** – The employee is aware of their internal and external customer 5 4 3 2 1

is and produces quality work and service. The employee is aware of the

responsibility to represent the district in a positive way at all times. The employee

is committed to meeting the expectations of their customers through teamwork and

respect for individuals.

 **Total\_\_\_\_\_\_\_\_\_\_ = \_\_\_\_\_\_\_\_\_\_**

**Comments**:

**Additional Comments**:

Signatures of Participants:

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Employee Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Supervisor Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Business Manager Date