

Performance Evaluation

Support Staff Evaluation Report

SUMMATIVE EVALUATION REPORT

Employee Name: _____

Evaluator: _____

Position: _____

(Circle descriptor which best describes employee's performance on each criteria)

WORK RELATED RESPONSIBILITIES

1. Technical Skills - Knowledge of the use of equipment and work related materials that apply to position.
 - a. lacks knowledge and demonstrates little effort to learn
 - b. has a basic knowledge and shows some interest in learning
 - c. has the appropriate knowledge and continues to learn new functions
 - d. has a good knowledge and provides some training to others
 - e. has an excellent knowledge, seeks new methods to make the work more efficient and is requested to provide training to others.

2. Quantity of Work - The amount of work that is completed meets the requirements of the position and is done in a timely manner.
 - a. consistently late in meeting time-lines
 - b. some work is completed on time
 - c. 90% of the work is completed on time
 - d. all of the work is completed on time
 - e. does more than is required by seeking additional work and assisting others

3. Quality of Work - The work is neat, thorough and accurate.
 - a. correction is often required
 - b. some work needs to be corrected
 - c. work is complete and seldom needs correction
 - d. reviews work to ensure quality and makes own corrections
 - e. exceptionally accurate, work rarely needs to be corrected

4. Knowledge of Work - Exhibits the necessary work skills to perform the job responsibilities.
 - a. consistently needs retraining
 - b. needs some retraining
 - c. rarely needs retraining and is able to apply newly learned skills in an efficient manner
 - d. performs work using all of the correct procedures
 - e. provides training to other employees

5. Safety Practices - Performs work in a safe manner according to District procedures.

- a. seldom follows procedures which results in work related accidents
- b. is at times careless and causes injury to self or to others
- c. follows all safety procedures
- d. offers suggestions to improve safety procedures
- e. has received outside training in the prevention of work related injuries

PERSONAL QUALITIES

1. Cooperation with Others - Works with others as a team member to complete the assigned tasks.

- a. is reluctant to cooperate and infrequently assists others
- b. cooperates with others after being asked to assist
- c. cooperates with others on a voluntary basis
- d. works very well with others and provides some leadership
- e. inspires confidence by actively participating as a team member, provides leadership and serves as an example to others.

2. Attendance and Punctuality - Follows District procedures and policies regarding attendance and work hours.

- a. excessively absent or tardy; often uses work time for personal business
- b. absences and tardies are more than District policy allows
- c. absences and tardies are within the limits established by District policy and does not use work time for personal business
- d. rarely absent or tardy and uses work time appropriately
- e. has perfect attendance, is never tardy and always uses the work time efficiently

3. Written and Oral Communication - Communicates clearly and effectively with other employees, students and parents.

- a. avoids communicating with others; uses incorrect grammar in both oral and written communication
- b. communication with others and use of correct grammar is not consistent
- c. is friendly toward others and uses correct grammar
- d. communicates very well with all groups
- e. has excellent writing and speaking skills

4. Initiative - Is able to complete all assignments with minimal supervision, is a self-starter and seeks ways to improve work performance.

- a. always requires close supervision to ensure that the work is completed
- b. often does less than what is required and has to be told to repeat some of the work assignments
- c. does the assigned work with minimal supervision
- d. follows through with the work assignments and begins other assignments without being directed
- e. reviews work procedures and offers suggestions to improve performance

5. Professional Development - Pursues advanced training to improve knowledge and performance of job responsibilities.

- a. shows no interest in improving work skills
- b. reluctantly participates in District sponsored training programs
- c. participates in all District sponsored workshops
- d. participates in training programs outside of the District
- e. presents workshops to District employees

6. Responds in a constructive manner to recommendations from District Administrators.

- a. often hostile to administrative directives
- b. indifferent to administrative directives
- c. complies with administrative directives
- d. solicits suggestions for improvement
- e. takes pride in colleagues, school and District accomplishments

7. Complies with District policies and regulations, school policies, and administrative directives.

- a. routinely fails to comply
- b. indifferent to policies and directives
- c. complies with policies and directives when requested
- d. provides services to students above what is required
- e. serves as a positive force in maintaining a high staff morale

8. Portrays a positive image regarding the District and community.

- a. belittles colleagues, students, District and community
- b. insensitive to how comments are viewed by students, parents, staff and community
- c. demonstrates respect for District and community activities
- d. actively works in District and community activities
- e. serves as a role-model for colleagues and students

EMPLOYEE COMMENTS:

EVALUATOR COMMENTS:

_____ Recommended for Continued Employment

_____ Recommended with Reservation

_____ Not Recommended

Date Discussed _____

Employee's Signature Date

Evaluator's Signature Date