

|   |  |  |  |  |                          |                             |                          |                          |                          |
|---|--|--|--|--|--------------------------|-----------------------------|--------------------------|--------------------------|--------------------------|
| EMP NAME:                                 |  | EMP ID:  |  | <b>SECTION A</b><br><br>Any checks indicated in <i>Needs to Improve</i> and/or <i>Unsatisfactory</i> must be explained in Section E. | OUTSTANDING              | COMPETENT / MEETS STANDARDS | NEEDS IMPROVEMENT        | UNSATISFACTORY           | DOES NOT APPLY           |
| JOB TITLE:                                |  | DATE DUE:  |  |  |                          |                             |                          |                          |                          |
| SITE / DEPT:                              |  | <input type="checkbox"/> 3rd Month <input type="checkbox"/> 5th Month <input type="checkbox"/> Annual / Perm<br><input type="checkbox"/> Unscheduled |  |  |                          |                             |                          |                          |                          |
| <b>GENERAL SKILLS</b>                     |  |  |  |  |                          |                             |                          |                          |                          |
| 1   | Complies with all policies, regulations and procedures.                  |  |  |  | n/a                      | <input type="checkbox"/>    | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 2   | Maintains a good attendance record.                                      |  |  |  | n/a                      | <input type="checkbox"/>    | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 3   | Observes time/work schedules.  |  |  |  | n/a                      | <input type="checkbox"/>    | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 4   | Presents an appropriate appearance.                                      |  |  |  | n/a                      | <input type="checkbox"/>    | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 5   | Uses materials/equipment safely and economically.                        |  |  |  | <input type="checkbox"/> | <input type="checkbox"/>    | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 6   | Plans, organizes, and prioritizes work effectively.                      |  |  |  | <input type="checkbox"/> | <input type="checkbox"/>    | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 7   | Relates respectfully and courteously to students.                        |  |  |  | <input type="checkbox"/> | <input type="checkbox"/>    | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 8   | Responds to need of community/parents/teachers in a professional manner. |  |  |  | <input type="checkbox"/> | <input type="checkbox"/>    | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 9   | Works courteously and relates effectively with fellow employees.         |  |  |  | <input type="checkbox"/> | <input type="checkbox"/>    | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 10  | Exhibits ability to work independently.                                  |  |  |  | <input type="checkbox"/> | <input type="checkbox"/>    | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 11  | Accepts change and demonstrates flexibility.                             |  |  |  | <input type="checkbox"/> | <input type="checkbox"/>    | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 12  | Completes satisfactory volume of work within a reasonable time frame.    |  |  |  | <input type="checkbox"/> | <input type="checkbox"/>    | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 13  | Demonstrates ability to make independent judgments.                      |  |  |  | <input type="checkbox"/> | <input type="checkbox"/>    | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 14  | Willingly accepts suggestions/directions.                                |  |  |  | <input type="checkbox"/> | <input type="checkbox"/>    | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 15  | Shows interest in self-improvement.                                      |  |  |  | <input type="checkbox"/> | <input type="checkbox"/>    | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 16  | Understands department/school objectives and works to achieve them.      |  |  |  | <input type="checkbox"/> | <input type="checkbox"/>    | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 17  | Keeps lines of communication open between self and supervisor.           |  |  |  | <input type="checkbox"/> | <input type="checkbox"/>    | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <b>ADDITIONAL FACTORS FOR SUPERVISORS</b> |  |  |  |  |                          |                             |                          |                          |                          |
| 18  | Planning and organizing.   |  |  |  | <input type="checkbox"/> | <input type="checkbox"/>    | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 19  | Training and instructing.  |  |  |  | <input type="checkbox"/> | <input type="checkbox"/>    | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 20  | Judgments and decisions.   |  |  |  | <input type="checkbox"/> | <input type="checkbox"/>    | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 21  | Leadership/Supervisory control.  |  |  |  | <input type="checkbox"/> | <input type="checkbox"/>    | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 22  | Evaluating subordinates.   |  |  |  | <input type="checkbox"/> | <input type="checkbox"/>    | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 23  | Fiscal management.   |  |  |  | <input type="checkbox"/> | <input type="checkbox"/>    | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 24  | Productivity.  |  |  |  | <input type="checkbox"/> | <input type="checkbox"/>    | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

| SUMMARY EVALUATION: Check <u>OVERALL</u> performance  |  |   |   |
|---|--|---|---|
| <input type="checkbox"/> Outstanding  | <input type="checkbox"/> Competent / Meets Standards | <input type="checkbox"/> Needs to Improve | <input type="checkbox"/> Unsatisfactory |
| *Overall rating below "Competent/Meets Standards" will NOT be forwarded to the employee's Personnel File for ten (10) working days after receipt of his/her copy. |  |   |   |

[Click here for instructions on how to complete this form](#)

See next page for comments and signatures...

**SECTION B:** Record job STRENGTHS and superior performance.

**SECTION C:** Record PROGRESS ACHIEVED in attaining previously set goals for improved work performance for personal or job qualification.

**SECTION D:** Record specific GOALS OR IMPROVEMENT PROGRAMS to be undertaken during the next evaluation period.

**SECTION E:** Record specific work performance DEFICIENCIES or job behavior requiring improvement or correction. *Explain checks in Column D.*

**ADDITIONAL COMMENTS:**

EMPLOYEE:

I certify that this report has been discussed with me. I understand that my signature does not necessarily indicate agreement.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

EVALUATER:

Signature: \_\_\_\_\_

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

Title: \_\_\_\_\_

Date: \_\_\_\_\_

FOR 5TH MONTH EVALUATION

☐ I DO    ☐ I DO NOT

recommend this employee be granted permanent status.