

Performance Evaluation Form

Employee: _____ Date of Hire: _____

Current Position: _____ Period reviewed: July 1, 2008 to June 30, 2009

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Listed below are ten factors for evaluating each employee and specific information for you to consider as you decide on the rating for each factor. Please circle the appropriate number for each category that best fits the employee's performance for the last 12 months. Below the rating numbers is information for you to consider as you make your decisions and to help you think in objective terms. You must be able to validate (and back-up with objective proof) why you rate the employee the way you do. **Circle one number only for each category - you can not "split" your mark between two numbers or circle two numbers for one criteria.** The evaluation will be rated on a scale of 1 to 6 -- 6 being the highest rating.

1. Leadership - Definition: producer, sets a positive example, respected, motivator

1      2      3      4      5      6

How often are the opinions/comments of this employee solicited? Is this employee involved in any committees or organizations, within or outside the School? What percentage of the time does this employee participate during department meetings? Does the employee motivate others or "drag them down"? **Comments:**

2. Knowledge / Alertness – Definition: job understanding, flexibility.

1      2      3      4      5      6

Does the employee completely understand all aspects of his/her job or are there noticeable deficiencies in job knowledge? Is this employee flexible? Does he or she respond well to change in the work setting? **Comments:**

3. Courtesy / Customer Service (to both internal and external customers) - Definition: accommodating, conscientious, responds promptly, tactful

1      2      3      4      5      6

Has this employee been recognized for positive customer service during the last 12 months (letters, calls, comments by co-workers)? Has it been noted in the past 12 months that this employee has provided negative customer service. (customer or co-worker complaints, letters, calls)? **Comments:**

4. Reliability / Dependability - Definition: reliable, punctual, attendance within acceptable standards

1      2      3      4      5      6

Does this employee report to work on time? How many days during the past 12 months has this employee been absent other than approved time off? What percentage of the time is this employee able to work extra hours, etc. when needed? Does this employee take longer breaks than allowed? **Comments:**

5. Accuracy / Quality - Definition: accurate, neat, error-free, uses good grammar for written and verbal work

1      2      3      4      5      6

What percentage of this employee's work is accurate the first time? Is this employee's work neat, organized and well-presented? How would you rate the employee's grammar & punctuation? **Comments:**

6. Initiative / Perseverance - Definition: creative, self-starter, proactive

1 2 3 4 5 6

Is this employee able to find things to do when regular work is done, and what type of things does he/she do? Does this employee regularly waste time talking, on personal phone calls or personal business? Does this employee offer positive, constructive suggestions? Does this employee "see" what needs to be done or must it always be pointed out? **Comments:**

7. Quantity of work - Definition: amount of work completed, length of time spent on tasks

1 2 3 4 5 6

Does this employee get his/her regular work done within regular working hours (no overtime needed)? Is this employee a top producer, average producer or low producer? Is this employee a quick worker, or does the employee work at a slow pace? **Comments:**

8. Stability / Attitude - Definition: cooperative, consistent, flexible, adaptive

1 2 3 4 5 6

Does this employee work easily with others and readily adapt his or her personal style to deal with others? Is it sometimes difficult to accomplish tasks because of this employee's attitude? **Comments:**

9. Appearance / Habits - Definition: confidence, appearance, social and communication skills

1 2 3 4 5 6

Does this employee present a professional image of the school in dress & grooming? Does this employee use inappropriate language? **Comments:**

10. Cooperation / Teamwork – Definition: goal oriented, works with and supports others, supportive of and positive towards policies and procedures

1 2 3 4 5 6

Does this employee help out others within his/her department willingly. Does he/she volunteer to assist within the building? Have you heard this employee speak negatively about the school, its policies and/or procedures? **Comments:**

**General Comments and/or Recommendations:**

This information was reviewed with me by my supervisor on \_\_\_\_\_ and I have received a copy.

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

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