

CONFIDENTIAL PERFORMANCE APPRAISAL

Name:

Position/Title:

Building:

Period covered by evaluation:

EVALUATION GUIDE

While this performance appraisal is intended to provide for an individual employee's growth and development and to serve as a means for encouraging improvement in performance, the primary purpose is to point out areas of improvement needed in the job performance and to comment on any areas of high performance. Two other major purposes served by the evaluation process are: to identify the scope of the employee's duties and to express the District's and the employee's objectives and expectations regarding the job.

The evaluator must indicate by a check mark the description which most nearly fits the employee's performance. Any rating which falls within the first or third category (OA or LS) should be followed with a comment. Use attachment if necessary.

Each category will be rated as follows:

- (1) Outstanding (OA)
- (2) Satisfactory (S)
- (3) Less than Satisfactory (LS)

RATING LEGEND: **OA - Outstanding Ability;** **S - Satisfactory;** **LS - Less than Satisfactory**

1. JOB SKILLS

Definition: Necessary duties for the performance of job.

OUTSTANDING

ABILITY

Neat, accurate and thorough in performance of work. Takes pride in work. Often suggests changes for improving the job. Much care is given to details and follow-up.

SATISFACTORY

Produces work which is reliable and acceptable. Does not repeat mistakes. Constantly seeks methods to improve skills.

LESS THAN

SATISFACTORY

Displays any or all of the following. Performance can be satisfactory when given specific instructions. Additional skills and knowledge needed for some or all phases of job.

Rating: OA S LS

2. RELIABILITY

Definition: Carries out routine duties promptly and satisfactorily.

OUTSTANDING

ABILITY

Requires minimum supervision. Adheres to school rules. Is conscientious. Good follow-through.

SATISFACTORY

Carries out assignments in satisfactory manner. Needs only occasional follow up. Adheres to rules

LESS THAN

SATISFACTORY

Does not complete tasks or needs some supervision to complete tasks. Does not consistently adhere to school rules.

Rating: OA S LS

3. Communicates and interacts effectively with district employees, students and the public.

OUTSTANDING

ABILITY

Has excellent rapport with District Employees. Effective understanding of assignments. Is tactful and courteous.

SATISFACTORY

Works well with others. Interprets assignments effectively most of the time. Is generally tactful and courteous.

LESS THAN

SATISFACTORY

Needs improvement in working with employees, others, interpreting assignments, expressing disagreement appropriately

Rating: OA S LS

4. Punctuality and Attendance

OUTSTANDING

ABILITY

Rarely absent or tardy. Always on the job unless prevented by unusual circumstances. Almost always provides appropriate notice of absence or tardiness.

SATISFACTORY

Rate of absenteeism and/or tardiness consistently acceptable. Never absent or tardy without good cause. Generally provides appropriate notice of absence or tardiness.

LESS THAN

SATISFACTORY

Absent/tardy too often without good cause or without sufficient notice.

Rating: OA S LS

5. INITIATIVE (independent thinking)

OUTSTANDING

ABILITY

Resourceful. Has the ability to anticipate and provide for change. Frequently suggests helpful improvements in work practices and techniques.

SATISFACTORY

Seeks additional tasks when work is completed. Keeps busy at useful work.

LESS THAN

SATISFACTORY

Requires follow-up if assignment is not routine. Rarely seeks additional tasks.

Rating: OA S LS

6. ATTITUDE

OUTSTANDING

ABILITY

Accepts direction and change willingly. Accepts criticism well. Willingly accepts work.

SATISFACTORY

Usually accepts directions and/or change well. Accepts criticism well most of the time.

LESS THAN

SATISFACTORY

Does not accept criticism well. Finds it difficult to adjust to changes.

Rating: OA S LS

Supervisor Comments:

Signature of Supervisor {evaluator} _____ Date: _____

I have reviewed this appraisal and have had the opportunity to discuss the contents with my supervisor. My signature indicates that I have received this report and does not necessarily imply that I agree with the appraisal or the contents. I have the right to submit a written response which shall be, attached to this report and placed in my personnel file.

Employee Signature: _____ Date: _____

Please return completed form to district office.

Copies:

- Employee
- Supervisor
- Personnel Office

7. FOR TEACHING ASSISTANTS ONLY	Outstanding	Satisfactory	Less than
INTERPERSONAL SKILLS	Ability		Satisfactory
Willingness and ability to communicate with other staff members	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Relates well with students; Maintains their respect	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Relates well with staff; maintains their respect	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
WORK HABITS			
Organizes tasks into logical sequence.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Uses common sense.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is task-oriented	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Accepts constructive criticism	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Shows ability to withstand pressure/multiple tasks	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Remains calm in crisis situation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Shows ability to grasp instructions and follow through	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Demonstrates ability to understand and implement Instructional information	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
PERSONAL TRAITS			
Uses discretion. and tact with students and staff	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Practices self-control	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Maintains confidentiality	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Supervisors Comments:			