

**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

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**EMPLOYEE COMMENTS:** \_\_\_\_\_

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**EVALUATOR COMMENTS:** \_\_\_\_\_

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

\_\_\_\_\_ Recommended for Continued Employment

\_\_\_\_\_ Recommended with Reservation

\_\_\_\_\_ Not Recommended

Date Discussed \_\_\_\_\_

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Evaluator's Signature

\_\_\_\_\_  
Date