

Evaluation of Educational Support Personnel

First Name: _____ Last Name: _____ School/Department: _____ Position Title: _____ Reporting Period: From _____ To: _____	<p>OVERVIEW EMPLOYEE EVALUATION</p> <p>Refer to step 4, Point Values, on page 4 in the Evaluation Manual.</p> <table style="width: 100%; text-align: center;"> <tr> <td>Outstanding*</td> <td>Below Standard*</td> </tr> <tr> <td>Above Standard*</td> <td>Unsatisfactory*</td> </tr> <tr> <td colspan="2">Standard</td> </tr> </table> <p><small>*Narrative explanation required under supportive comments. (Refer to step 7, page 4, of manual.)</small></p>	Outstanding*	Below Standard*	Above Standard*	Unsatisfactory*	Standard	
Outstanding*	Below Standard*						
Above Standard*	Unsatisfactory*						
Standard							
Probationary: Yes No In progress until _____ Completed, no further action necessary <i>If selection is "In Progress" enter until date</i>							
By checking the box, the evaluator states that the evaluation Pre-Conference Meeting has taken place. While nothing needs to be attached to the evaluation, in the event that the evaluation is challenged, evaluator will need to provide documentation, including the employee signature, that the pre-conference meeting took place. If no signature can be provided, evaluation will be considered incomplete.							

Evaluator's Name: _____ *Evaluator's Signature: _____ Date _____
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The Evaluation Report has been discussed with my Evaluator.

Employee's Signature _____ Date _____ Employee's Comments:

All evaluations should be reviewed by principal or department head, then sent to Human Resources. Please copy for employee.

QUALITY OF WORK

Performance Standard 1: The extent to which completed work is accurate, neat, well-organized, and thorough.				
Work is frequently incomplete and/or contains excessive errors; requires constant supervisory review. Unsatisfactory	Work is sometimes incomplete and/or contains occasional errors; often requires supervisory review. Below Standard	Work is completed and contains minimal errors; seldom requires supervisory review. Standard	Work is consistently complete and is usually error-free, rarely requires supervisory review. Above Standard	Work is exceptionally thorough and is error-free, requires little supervisory review. Outstanding
Supportive Comments:				

QUANTITY OF WORK

Performance Standard 2: The amount of work completed by employee relative to his/her position within a prescribed time frame.				
Amount of work does not meet minimum requirements; often misses deadlines.	Amount of work is just enough to get by; occasionally misses deadlines.	Amount and timeline of work is satisfactory.	Amount of work often exceeds that which is required; often completes assignments in advance of date due.	Amount and timeline of work consistently exceeds that which is required.
Unsatisfactory	Below Standard	Standard	Above Standard	Outstanding
Supportive Comments:				

INITIATIVE

Performance Standard 3: The extent to which employee acts independently, is innovative, self-reliant, offers solutions for work problems, takes action for self-improvement, and completes job related tasks.				
Requires frequent direction, exerts little effort to improve work methods or rarely seeks any additional responsibility.	Requires occasional direction, seldom suggests improved work methods or seeks any additional responsibility.	Performs job-related tasks with minimal direction, suggests improved work methods and seeks some additional responsibility.	Carries out assigned responsibilities independently, suggests job-related improvements and seeks additional responsibility.	Carries out responsibilities independently, consistently suggest job-related improvements and seeks additional responsibility.
Unsatisfactory	Below Standard	Standard	Above Standard	Outstanding
Supportive Comments:				

RELATIONSHIPS: Supervisors, Public, Students, District Employees, Work Teams

Performance Standard 4: The extent to which the employee works cooperatively with others, recognizes the needs and desires of other people, treats others with respect and courtesy, and inspires their respect and confidence.				
Blunt, discourteous and antagonistic in manner; poor interaction with others necessitates frequent supervisory intervention, unresponsive or resistant to instructions or suggestions from supervisor/team members.	Occasionally lacks tact in dealing with others and has some difficulty in establishing harmonious relationships; occasionally interactions require supervisory intervention, misses opportunities to cooperate as a team member for achievement of district/department goals.	Cooperative and pleasant in dealing with people and establishes reasonably harmonious relationships; communicates well, works cooperatively as a team member to meet district/department goals.	Consistently cooperative and pleasant in dealing with people; establishes harmonious relationships and communicates well; is willing to offer assistance, open to suggestions of others, cooperates as a team member actively to achieve district/department goals.	Exceptionally cooperative; pleasant and helpful in dealing with others, even in the most difficult situations; demonstrates excellent communication skills, seeks opportunities to cooperate as a team member for achievement of district/department goals.
Unsatisfactory	Below Standard	Standard	Above Standard	Outstanding
Supportive Comments:				

WORK HABITS

Performance Standard 5: The extent to which employee demonstrates job knowledge, is dependable and punctual, is appropriate in appearance, and observes established safety and health standards.				
Lacks understanding of the job, rarely dependable, poor attendance record, personal appearance or hygiene is inappropriate, work performance is careless or reckless in a manner which endangers self or others.	Displays minimal understanding of the job, is occasionally dependable, has inconsistent attendance record, sometimes untidy and work area, personal appearance, or hygiene disregards safe work practices.	Displays basic understanding of the job, is dependable, carries out duties in a safe manner, is regular in attendance, adheres to established hours, maintains an appropriate work area, personal appearance or hygiene.	Consistently displays job knowledge, is consistently dependable, is seldom absent from work, consistently adheres to established hours, consistently maintains appropriate work area, personal appearance, or hygiene, consistently carries out duties in a safe manner.	Displays exceptional understanding of all facets of the job, exceptionally dependable, outstanding attendance record, carries out duties in an exceptionally safe manner, maintains an exceptionally appropriate work area, personal appearance or hygiene.
Unsatisfactory	Below Standard	Standard	Above Standard	Outstanding
Supportive Comments:				