

**MCESP Category II Employees Evaluation Form
APPENDIX F-2**

Name _____

School _____

Date _____

Directions: The employee completes a self-evaluation and the administrator evaluates the employee on this form.

Evaluation of Work Scale 1 = low and 5 = high	Employee	Principal (or designee)
Attendance/Punctuality (arrives to work on time)		
Knowledge/operation of equipment & student computer programs		
Cooperates/assists with classroom teacher		
Relationship with children		
Relationship with other school personnel		
Motivation and Readiness to work		
Performance of assigned tasks/acceptance of supervision		
Acceptable speaking and writing skills		
Quality of work-accuracy, neat, well organized and thorough		
Respects confidentiality		
Awareness of students' needs (Special Ed. & Tag)		
Acts appropriately in various situations		
Appropriateness of appearance and grooming		

Please discuss with the employee after both have completed.

Comments, areas that need improvement or other concerns...

Recommendation:

- Recommend continued employment in present position.
- Recommend probationary status—needed improvements are indicated.
- Performance is unsatisfactory. Do not recommend further employment.

Signature of Employee

Signature of Evaluator

Signature of employee: This signature is an indication that the employee has discussed the completed evaluation report with the administrator whose signature appears on this form and has been given a copy of the report. It does not indicate agreement or disagreement with the evaluation results. Response should be attached.