



SUPPORT STAFF EVALUATION FORM

- An initial evaluation of each support staff member will be submitted to the Superintendent's Office within three (3) months (90 calendar days) of employment.
- Employee may be evaluated periodically during the year for purposes of improved performance.
- An annual evaluation report will be submitted to the Superintendent's Office by May 1st.

EMPLOYEE INFORMATION				
Full Legal Name		Bldg. Location		
Job Title		Date		
Department		Supervisor		
Review Period _____ to _____				
EVALUATION		DOES NOT MEET EXPECTATION	MEETS EXPECTATION	EXCEEDS EXPECTATION
Attendance (<i>Daily Presence at Work</i>)		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Punctuality (<i>Arrives on Time</i>)		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Professional Appearance (<i>Appropriate for the setting, job, or task</i>)		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Professional Interactions (<i>Positive and Effective Communication</i>)				
A. Cooperation w/Co-workers		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
B. Cooperation w/Administration		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
C. Public Relations		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Performance (<i>Tasks and Abilities</i>)				
A. Accomplishes Assigned Responsibilities		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
B. Initiative		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
C. Confidentiality & Accountability		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
D. Organizational Skills		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
E. Meets Deadlines		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
F. Performs with Minimal Supervision		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Safety (<i>Contributes to Safe and Healthy School Environment</i>)				
A. Observes Health & Safety Procedures		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
B. Executes Appropriate Use of Equipment & Supplies		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
C. Avoids Accidents & Violations (Drivers Only)		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
ADDITIONAL COMMENTS				
SEE ATTACHMENT <input type="checkbox"/>				
GOALS				
SEE ATTACHMENT <input type="checkbox"/>				
VERIFICATION OF REVIEW				
Employee Signature *		Date		
Evaluator's Signature		Date		
Recommended for Continued Employment Yes <input type="checkbox"/> No <input type="checkbox"/>				
Administrator's Signature		Date		

*Employee signature indicates evaluation has been read. It does not indicate agreement.

cc: MCCSC Personnel file, Employee, Supervisor

Category I: Attendance & Punctuality			
ELEMENT	LEVEL OF PERFORMANCE		
	Does not Meet	Meets	Exceeds
Attendance	Employee is chronically absent, with or without notice, impacting the effectiveness of the position and operation. (Absences exceed six or more days per school year.)	Employee is commonly present and contributes to the effectiveness of the position and operation. (Absences range between three to five days per school year.)	Employee is consistently present, contributing to the effectiveness of the position and operation. (Absences range between zero and two days per year.)
Punctuality	Employee is chronically late, with or without notice, impacting the effectiveness of the position and operation.	Employee is commonly on time for work, contributing to the effectiveness of the position and the operation. (Occasional tardiness exists w/accompanying notification to supervisors.)	Employee is consistently timely, contributing to the effectiveness of the position and the operation. the year. (Tardiness is a rare exception w/ accompanying notification to supervisors.)

Category II: Professional Appearance			
ELEMENT	LEVEL OF PERFORMANCE		
	Does not Meet	Meets	Exceeds
Professional Appearance	Employee does not maintain a neat, orderly professional appearance appropriate for the setting, job, and task.	Employee regularly maintains a neat, orderly professional appearance appropriate for the setting, job, and task.	Employee consistently maintains a neat, orderly professional appearance appropriate for the setting, job, and task.

Category III: Professional Interactions			
ELEMENT	LEVEL OF PERFORMANCE		
	Does not Meet	Meets	Exceeds
Cooperation w/ Co-Workers	Employee engages in negative behavior or speech that compromises team work and harmonious relationships with staff members.	Employee regularly engages with co-workers in a positive, collegial manner that promotes team work and harmonious relationships among staff members. Has a good rapport with colleagues.	Employee effectively engages with all co-workers in a positive, collegial manner that promotes team work and harmonious relationships among staff members. Has an excellent rapport with colleagues.
Cooperation w/ Administration	Employee engages with administrators in a negative manner that compromises team work and harmonious relationships with superiors	Employee regularly engages administrators in a positive, respectful manner that promotes team work and harmonious relationships with superiors. Has a good rapport with administrators.	Employee effectively engages with all administrators in a positive, respectful manner that promotes team work and harmonious relationships with superiors. Has an excellent rapport with administrators.
Public Relations	Employee engages with the public in a negative manner that compromises harmonious relationships with stakeholders.	Employee regularly engages with the public in a positive, collegial manner that promotes team work and harmonious relationships with stakeholders. Has a good rapport with the internal and external public.	Employee effectively engages with the public in a positive, collegial manner that promotes team work and harmonious relationships with stakeholders. Has an excellent rapport with the internal and external public.

Category IV: Performance			
ELEMENT	LEVEL OF PERFORMANCE		
	Does not Meet	Meets	Exceeds
Accomplishes Assigned Responsibilities	Employee fails to complete duties as assigned and does not take responsibility for job performance.	Employee regularly completes duties as assigned.	Employee consistently and effectively completes duties as assigned with attention to detail and professional quality.
Initiative	Employee fails to address issues and problem solve situations that arise and fails to support team members when needed.	Employee regularly addresses issues and problem solves situations that arise. Routinely supports team members when needed.	Employee consistently and effectively addresses issues or problem solves situations that arise. Actively supports team members and seeks way to improve projects and assignments.
Confidentiality & Accountability	Employee fails to maintain protection of private information or business-related records and files.	Employee regularly maintains protection of private information or business-related records and files.	Employee consistently maintains protection of private information or business-related information records or files.
Organizational Skills	Employee does not maintain work area and/or information in an effective manner	Employee regularly maintains work area and/or information in an effective manner	Employee consistently maintains work area and/or information in an effective manner
Meets Deadlines	Employee does not complete tasks within the allotted time.	Employee regularly completes tasks within the allotted time.	Employee consistently completes tasks within the allotted time and is routinely early in completing tasks.
Performs with Minimal Supervision	Employee fails to work independently on projects given appropriate guidance and instructions.	Employee routinely works independently on projects given appropriate guidance and instructions.	Employee consistently works independently on projects given appropriate guidance and instructions.

Category V: Safety			
ELEMENT	LEVEL OF PERFORMANCE		
	Does not Meet	Meets	Exceeds
Observes Health and Safety Procedures	Employee fails to observe health and safety procedures of the MCCSC.	Employee regularly observes health and safety procedures of the MCCSC.	Employee consistently observes health and safety procedures of the MCCSC. Serves as an effective resource for information and models appropriate behavior.
Executes Appropriate Use of Equipment & Supplies	Employee fails to effectively use equipment and supplies in a responsible manner.	Employee regularly uses equipment and supplies in a responsible manner.	Employee consistently uses equipment and supplies in a responsible manner. Serves as an effective resource for information and models appropriate behavior.
Avoids Accidents & Violations (Drivers Only)	Employee fails to accept responsibility for prevention and avoidance of accidents and violations. Has a negative accident or violation record.	Employee regularly accepts responsibility for prevention and avoidance of accidents and violations. Has a neutral/good record of accident prevention and safety.	Employee consistently accepts responsibility for prevention and avoidance of accidents and violations. Has a positive record of accident prevention and safety. Serves as an effective resource for information and models appropriate behavior.