

Cabell County Public Schools Service Personnel Evaluation Form

Employee's Name _____ Position _____ Location _____

The categories listed below are the major characteristics required of service personnel as per West Virginia Policy 5314. Evaluations are to be completed by the Employee's Immediate Supervisor prior to December 15th and March 15th for Probationary Employees and prior to March 15th for employees on a Continuing Contract, or more frequently if needed. **UNSATISFACTORY** ratings must be addressed in a Plan of Improvement.

Exemplary Performance means employee performance is consistently exceptional in meeting performance standards.

Exceeds Standards means employee performance is consistently above average in meeting performance standards.

Meets Standards means employee performance is consistently adequate in meeting performance standards.

Unsatisfactory means employee performance is NOT consistently acceptable in meeting performance standards.

	EXEMPLARY PERFORMANCE	EXCEEDS STANDARDS	MEETS STANDARDS	UNSATISFACTORY	COMMENTS
WORK HABITS					
Observation of work hours	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Attendance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Compliance with rules	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Safety practices	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Meeting schedules (deadlines)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Acceptance of change	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Initiative	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Attitude	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
PERFORMANCE					
Work judgements	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Planning and organizing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Quality of Work	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Accepting responsibility	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Following Instructions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Efficiency under stress	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Operation and care of equipment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Work coordination (multi-tasking)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
PROFESSIONAL DEVELOPMENT					
Knowledge of work	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Job related training	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

COMMENDATIONS:

SUGGESTIONS:

AREAS IN NEED OF IMPROVEMENT:

Employee's Signature _____ Date _____

Immediate Supervisor's Signature _____ Date _____