

FRANKLIN COUNTY SCHOOLS

PERFORMANCE EVALUATION FORM NON-INSTRUCTIONAL EMPLOYEES

Employee Name		PID		School/Site
Supervisor Name/Title		Length of Time With Supervisor :		Name of Person Completing Evaluation (if other than Supervisor)
Employee Position/Classification:				Employee Length of Time in Position:
Period of Review From: To:				Type of Evaluation: Probationary _____ Annual _____ Special _____

The employee is to be evaluated on each of the categories listed below on the following scale:

E = EXCEEDS EXPECTATIONS M = MEETS EXPECTATIONS N = NEEDS IMPROVEMENT U = UNSATISFACTORY

PLEASE NOTE: A rating level other than “Meets Expectations” (i.e., Exceeds Expectations, Needs Improvement or Unsatisfactory) for any category must be accompanied by an explanation on the back of this form or on an attached statement with the reason(s) for this rating (this documentation may include an Improvement Notice or other documentation that has previously been provided to the employee).

<p style="text-align: center;">___ QUALITY OF WORK</p> <p>Performs assignments competently and timely</p> <p>Work products are thorough, complete, and accurate</p> <p>Follows written and oral directions</p> <p>Performs work consistent with applicable policies and procedures</p>	<p style="text-align: center;">___ INITIATIVE</p> <p>Seeks to develop and improve job skills</p> <p>Identifies problems and proposes solutions</p> <p>Self-motivated; able to work independently</p> <p>Takes action to meet work-related objectives</p> <p>Demonstrates ability to learn new job-related skills</p> <p>Follows up on assigned tasks</p>	<p style="text-align: center;">___ PRODUCTIVITY</p> <p>Uses time and resources efficiently</p> <p>Produces necessary quantity of work</p> <p>Meets deadlines and schedules</p> <p>Handles multiple assignments and adjusts to accommodate changes in priorities</p> <p>Plans and organizes effectively</p>	<p style="text-align: center;">___ JOB KNOWLEDGE</p> <p>Demonstrates proper use of information, procedures, materials, equipments, techniques, and skills</p> <p>Demonstrates working knowledge of job</p> <p>Enhances job knowledge as needed</p> <p>Effective use of technology</p>	<p style="text-align: center;">___ INTERPERSONAL SKILL</p> <p>Contributes to group performance</p> <p>Supports organizational goals</p> <p>Adapts to changed circumstances</p> <p>Establishes and maintains effective working relationships</p> <p>Interacts effectively with the public</p> <p>Responds appropriately to feedback</p> <p>Demonstrates effective communication</p>
<p style="text-align: center;">___ ATTENDANCE</p> <p>Complies with policies and procedures regarding usage of time and leave</p> <p>Maintains scheduled work and break times</p> <p>Reports absences for emergencies and illness, and requests leave, in a timely manner</p> <p>Absences are not excessive as to affect the ability to maintain proper continuity of work</p>	<p style="text-align: center;">___ APPEARANCE</p> <p>Dresses appropriately for job and/or responsibilities</p> <p>Maintains and wears uniform consistent with applicable policies and work rules</p>	<p style="text-align: center;">___ CONFIDENTIALITY</p> <p>Keeps in confidence personally identifiable student or adult information obtained in the course of carrying out job responsibilities unless disclosure is required in carrying out those responsibilities or is otherwise required by law</p> <p>Refrains from accessing or communicating confidential and sensitive information that is not relevant to the employee’s job responsibilities</p>	<p style="text-align: center;">___ SAFETY</p> <p>Consistently complies with policies and procedures governing safety and health</p> <p>Reports potentially unsafe conditions in the manner provided in District policy and procedures</p> <p>Exercises safe work habits and is attentive and responsive to unsafe conditions</p>	<p style="text-align: center;">___ SUPERVISION</p> <p>(If applicable)</p> <p>Utilizes personnel and other resources to effectively accomplish responsibilities assigned to the work unit</p> <p>Communicates work assignments clearly and effectively</p> <p>Organizes work assignments in an effective manner</p>

OVERALL EVALUATION: MARK ONE CATEGORY

EXCEEDS EXPECTATIONS	MEETS EXPECTATIONS	NEEDS IMPROVEMENT	UNSATISFACTORY

Please indicate below the evaluator's explanation for ratings other than "Meets Expectations" in any ratings category. Attach any documents, including Improvement Notices, previously provided to the employee.

Category _____ Rating _____

Written explanation for Rating other than "Meets Expectation" (also attach relevant documents provided to employee)

Category _____ Rating _____

Written explanation for Rating other than "Meets Expectation" (also attach relevant documents provided to employee)

Category _____ Rating _____

Written explanation for Rating other than "Meets Expectation" (also attach relevant documents provided to employee)

(Please attach written explanation and relevant documents for additional categories if needed)

AREA(S) OF EMPHASIS FOR EMPLOYEE DEVELOPMENT IN NEXT APPOINTMENT PERIOD:

EVALUATOR'S NAME AND SIGNATURE: _____
Print Name

Signature _____ Date _____

EMPLOYEE'S NAME AND SIGNATURE: _____
Print Name

Signature _____ Date _____

The employee acknowledges that his/her signature indicates review of this evaluation but not necessarily agreement with it. Indicate if the employee has provided a written response to this evaluation and attach it. _____

YES/NO