

**Taylor County Schools
Performance Evaluation Form
Non-Instructional Employees**

Evaluation
 Annual
 Special
 Probationary

Name _____ Employee ID # _____ Position Title _____

Length of time in this position _____ Pay Level _____ Review period from _____ thru _____

Work Site _____ Supervisor completing form _____

Using the guide to rating performance factors, check the rating most descriptive to each performance factor.

| Performance Standards: | B-Below | A-Achieves | E-Exceeds | | B | A | E |
|-----------------------------|-----------------------|-----------------------|-----------------------|--------------------------------|-----------------------|-----------------------|-----------------------|
| 1. Work Quality | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | 8. Initiative..... | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| 2. Work Quantity..... | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | 9. Attendance/Punctuality..... | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| 3. Job Knowledge..... | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | 10. Safety..... | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| 4. Attitude..... | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | 11. Equipment/Property..... | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| 5. Dependability..... | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | 12. Personal Appearance..... | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| 6. Dealing With People..... | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | 13. Policies & Procedures..... | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| 7. Judgment..... | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | | | | |

Ratings of Below (B) or Exceeds (E) must be justified below. Any rating of Below (B) standards must include suggestions for corrective action.

Indicate () rating of the employee's overall performance

Below Performance Achieves Performance Exceeds Performance

Justification and/or suggestions for corrective action for each factor rated Below (B) standards. Use additional sheets if necessary.
 Justification for each factor rated which Exceeds (E) standards.

Signature/Title: _____ Date: _____

Signature of Employee: _____ Date: _____

In signing this appraisal I acknowledge that it has been discussed with me and met conditions stated in the Non-Instructional Union contract, not that I necessarily agree with the rating. I understand that I have the right to respond to the appraisal in writing and which will become an official part of this appraisal.

All attachments must be signed by the same persons above