

20__ - 20__

Name: _____ Department/School: _____

Job Title: _____

**EMPLOYEE PERFORMANCE
EVALUATION
FOR
NON-CERTIFIED PERSONNEL**

PROCEDURES:

This form describes employee traits identified with job success or failure. The purpose of this evaluation is to recognize the quality performance of the employee and provide direction for improvement.

Evaluation of the employee will occur throughout the school year with informal observation by the employee's supervisor and other supervisory staff.

Annually, the employee's supervisor will complete this form. The employee's supervisor shall be defined as that position to whom the employee reports as noted in the district's job description policy. The employee's supervisor will, at the end of the year, award one point if the employee "Meets Expectations" and zero points if they do not. If a rating of zero is received, the supervisor must provide a written statement in the comment section describing the problem(s).

	Meets Expectations YES = 1 NO = 0 N/A	COMMENTS
I. PERSONAL SKILLS		
A. The employee demonstrates skills necessary to perform job related tasks.	I.A. _____	
B. The employee reports to work on time.	I.B. _____	
C. The employee is rarely absent.	I.C. _____	
D. The employee manages time effectively.	I.D. _____	
E. The employee exhibits sound judgement in making realistic decisions.	I.E. _____	
II. INTERPERSONAL RELATIONSHIPS		
A. The employee maintains an enthusiastic atmosphere toward the public.	II.A. _____	
B. The employee observes common courtesies, is well mannered and polite.	II.B. _____	
C. The employee works cooperatively with others to promote a positive school/office atmosphere.	II.C. _____	
D. The employee maintains confidentiality with all job related information.	II.D. _____	
III. PERSONAL CHARACTERISTICS		
A. The employee uses correct grammar in both written and oral communication.	III.A. _____	
B. The employee is receptive to constructive criticism designed to effect improvement.	III.B. _____	
C. The employee can be relied on to complete all aspects of the job with reasonable promptness and with little supervision.	III.C. _____	
D. The employee is even tempered and absorbs routine pressures of the job.	III.D. _____	
E. The employee displays sufficient drive to work through job related obstacles.	III.E. _____	
F. The employee possesses the ability to quickly understand new information and situations.	III.F. _____	
G. The employee displays organizational skills which promote efficiency in job performance.	III.G. _____	

Strengths:

Suggestions for Improvement:

Comments:

Employee's Signature _____ Date _____
(The signature of the evaluatee indicates that he/she has received and reviewed a copy of this record.)

Evaluator's Signature _____ Title _____ Date _____