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| **Employee:** | **Review Date:** |
| **Position:** | **School/Department:** |

Instructions: Review the Employee’s work using the following scale by checking the appropriate box for each standard of performance.

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| **1 – Unsatisfactory**  Performance is consistently well  below requirements and expectations | **2 – Basic**  Performance marginal, satisfies only the minimum requirements of the job and needs significant improvement | **3 – Proficient**  Performance acceptable to meet the standard established for the job | **4 – Excellent**  Performance far superior to the satisfactory standards and expectations established for the job. |

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| **Effectiveness:** Fulfilling the duties required of the job and making a productive contribution to the success of our schools | | | |
| **1. Unsatisfactory** | **2. Developing** | **3. Proficient** | **4. Excellent** |
|  Employee does not have skill level required for the work and  requires intensive training to  attain those skills; and/or   Employee has skills to do the job but consistently does not apply that skill to assigned tasks; and/or   Quality of work usually does not meet expectations; and/or   Employee regularly does not complete assigned responsibilities when they are due. |  Employee skill level is not quite  that required for the work but with time and applied effort employee may attain those skills; and/or   Employee has skills to do the job but that skill is not consistently applied to assigned tasks; and/or   Quality of work only sometimes meets expectations; and/or   Employee does not regularly complete assigned responsibilities when they are due. |  Employee skill level meets that required for the work and that skill is consistently employed in completing assigned tasks; and   Quality of work consistently meets expectations; and   Employee consistently completes assigned responsibilities when they are due. |  Employee skill level exceeds that required for the work and that skill is uniformly employed in completing assigned tasks; and   Quality of work uniformly exceeds expectations; and   Employee uniformly completes assigned responsibilities when or before they are due. |
| **Evidence:** Describe evidence – provide examples – to justify the relevant rating         | | | |

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| **Dependability:** Reliably on task and on post, completing a satisfactory job, without continual instruction and supervision | | | |
| **1. Unsatisfactory** | **2. Developing** | **3. Proficient** | **4. Excellent** |
|  Requires significant and regular supervision in order to perform assigned tasks; and/or   Regularly not in place, on time, or prepared to work; and/or   Frequently late or absent\*, and rarely takes appropriate steps to notify supervisors and ensure adequate coverage; and/or   Evidence of a pattern of abusive (Fridays, Mondays, holidays, etc.) or irresponsible (on days of special events, due dates etc.) tardiness or absence.  \*does not include approved benefit time such as FMLA, STD, worker's comp, personal business days, sick days, or vacation. |  Requires regular supervision in order to complete assigned tasks; and/or   Requires regular supervision and coaching to ensure employee is at assigned location, on time and ready; and/or   Occasionally late or absent\*; inconsistently making appropriate notifications and coordination of work duties.  \*does not include approved benefit time such as FMLA, STD, worker's comp, personal business days, sick days, or vacation. |  Consistently completes assigned tasks with moderate supervision; and   Consistently at assigned work location, during the assigned time period, prepared to complete duties; and   Rarely late or absent\*, consistently making appropriate notifications and coordination of work duties.  \*does not include approved benefit time such as FMLA, STD, worker's comp, personal business days, sick days, or vacation. |  Exceptional at completing assigned tasks with minimal supervision; and   Exceptional in being at assigned work location, during the assigned time period, prepared to complete duties; and   Exceptionally punctual and present\*, always making appropriate notifications and coordination of work duties.  \*does not include approved benefit time such as FMLA, STD, worker's comp, personal business days, sick days, sick days, or vacation. |
| **Evidence:** Describe evidence – provide examples – to justify the relevant rating         | | | |

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| **Professionalism:** Maintaining a service-oriented approach to the work that treats all colleagues, students, and community with respect. | | | |
| **1. Unsatisfactory** | **2. Developing** | **3. Proficient** | **4. Excellent** |
|  Regularly lacks tact, courtesy, and a service-orientation in dealings with colleagues, students, and community members; and/or   Often lacks self-control with colleagues and supervisors and regularly resistant to suggestions for improvement; and/or   Rarely communicates and coordinates with co-workers in a tactful and effective manner, requiring consistent supervision; and/or   Indifference to Board and School policies. |  Inconsistently service-oriented, courteous, or supportive in disposition to all colleagues, students, and community members; and/or   Inconsistently demonstrates self- control with colleagues and supervisors and sometimes resistant to suggestions for improvement; and/ or   Inconsistently communicates and coordinates with co-workers in a tactful and effective manner, requiring regular supervision; and/or   Inconsistent compliance with  Board and School policies. |  Consistently service-oriented, courteous, and supportive, in disposition to all colleagues, students, and community members; and   Consistently demonstrates self- control with colleagues and supervisor and accepts and implements suggestions for improvement; and   Consistently communicates and coordinates with co-workers, in a tactful and effective manner, with moderate supervision; and   Consistent compliance with Board and School policies. |  Exceptionally service-oriented, courteous, and supportive in disposition to all colleagues, students, and community members; and   Demonstrates exceptional self- control with colleagues and supervisors and in accepting & implementing suggestions for improvement; and   Exceptional in communicating and coordinating with co-workers, in a tactful and effective manner, with minimal supervision; and   Exceptional compliance with Board and School policies. |
| **Evidence:** Describe evidence – provide examples – to justify the relevant rating         | | | |

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| **Areas of Strength (please list at least three)** | | | |
| 1. | | | |
| 2. | | | |
| 3. | | | |
| **Goals and Strategies for Next Year (please list at least two)** | | | |
| Goal | | Strategies for Meeting Goal | |
| 1. | |  | |
|  | | | |
| 2. | |  | |
| **Final Summative Score** | | | |
|  | A. Raw Score | B. Weight | Weighted Score (A x B) |
| Effectiveness |  | 50%(.5) |  |
| Dependability |  | 30%(.3) |  |
| Professionalism |  | 20%(.2) |  |
|  |  | ***Final Score (sum of weighted scores)*** |  |
|  |  | ***Final Overall Rating*** |  |

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*Reviewer Signature*  Date

**Employee Acknowledgement**

I have reviewed this document and discussed the contents with my manager. My signature means that I have been advised of my performance status and does not indicate that I agree with the evaluation.

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Employee Signature Date