

**DEFOREST SCHOOL DISTRICT
SUPPORT STAFF PERFORMANCE EVALUATION**

EMPLOYEE NAME:	DATE:
POSITION TITLE:	LOCATION:
PERIOD COVERED BY THIS EVALUATION (DATES):	
TYPE OF EVALUATION: _____ Probationary _____ Non-Probationary	
SUPERVISOR:	

PURPOSE: The purpose of this performance evaluation is to provide feedback to the employee regarding job performance, and to establish performance and career development goals. This document should therefore be the basis for meaningful, two-way communication between employee and supervisor.

INSTRUCTIONS TO SUPERVISOR: Review the employee's performance during the period covered by this evaluation. **Using the rating guide below, place an X in front of the number which represents the most appropriate statement about the employee's performance in that area.** Please provide a written explanation supporting your numerical rating; and when doing so, please provide quantitative data and specific examples wherever possible. Precede verbal comments with a corresponding number from the following rating guide.

RATING GUIDE:

Level of Performance			
UNACCEPTABLE PERFORMANCE		ACCEPTABLE PERFORMANCE	
1. Unsatisfactory	2. Marginal	3. Proficient	4. Distinguished
Major shortcomings in performance will require reassignment or separation if plans for progress are unsuccessful.	Improvement needed in some key job area(s). Considerable guidance and supervision are required.	Responsibilities are met in a wholly satisfactory manner.	Generally exceeds requirements with a minimum of guidance. Well above average performance.

AREAS OF PERFORMANCE TO BE EVALUATED:

Job Knowledge	Understands the requirements, methods, systems, and technology pertaining to the job; has the technical knowledge necessary to perform the duties of the work assignment.
Rating: _____ 1 _____ 2 _____ 3 _____ 4	
Supporting Explanation:	

Quantity/Quality (or accuracy) of Work	Ability to perform varying quantities of work thoroughly and accurately. Gives attention to detail. Performs work with few, if any, mistakes. Attentive to accuracy under pressure. Work seldom has to be redone. Uses time effectively. Organizational skills.
Rating: _____ 1 _____ 2 _____ 3 _____ 4	
Supporting Explanation:	

Initiative / Resourcefulness / Creativity	Suggests new methods and procedures to accomplish work; and/or anticipates problems and devises solutions; ability to take on new work without supervision; works well with a minimum of supervision.
Rating: _____ 1 _____ 2 _____ 3 _____ 4	
Supporting Explanation:	

Adaptability / Flexibility	Adaptable. Demonstrates the ability and willingness to perform a variety of work; learns new duties, and adjusts to changing policies, procedures, technology, and other conditions ; functions appropriately and effectively under pressure/stress.
Rating: _____ 1 _____ 2 _____ 3 _____ 4	
Supporting Explanation:	

Dependability -- Attendance & Punctuality	Reports to work on time. Seldom misses scheduled work. Observes breaks and working hours. Completes work assignments on time.
Rating: _____ 1 _____ 2 _____ 3 _____ 4	
Supporting Explanation:	

Interpersonal Relations	Rapport with supervisor(s), staff, students and other citizens. Ability to listen and empathize with others. Ability to accept and implement constructive criticism. Courtesy and cooperation demonstrated in working with others.
Rating: _____ 1 _____ 2 _____ 3 _____ 4	
Supporting Explanation:	

Communication Effectiveness	Uses efficient and effective written and verbal communication skills. Displays discretion, tact and sensitivity to the feelings of others.
Rating: _____ 1 _____ 2 _____ 3 _____ 4	
Supporting Explanation:	

Other	Maintains confidentiality regarding staff and student information and/or transgressions. Adheres to school program guidelines, board policies, administrative rules, and state and federal laws.
Rating: _____ 1 _____ 2 _____ 3 _____ 4	
Supporting Explanation:	

Areas in need of Improvement	Strengths
1. 2. 3. Suggested methods for improvement: Specify needs, developmental activities and timetables in the GOAL SETTING section below.	1. 2. 3. Suggested methods for more effective use of strengths:

Attach another sheet for addition comments.

<p>GOALS ANALYSIS: Progress/Performance on goals previously established as of the last evaluation date.</p> <p>Comments:</p>
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<p>GOALS SETTING: NEXT 12 MONTHS (Supervisor/Employee Discretion; or, REQUIRED for [areas in need of improvement] (listed above). If required, state specific goals and activities for each area to be improved, including a timetable in which the duty or skill must be performed consistently at the expected level. If goal setting has been at supervisor/employee discretion, state goals, objectives and activities to further develop or enhance employee performance.)</p> <p>1. 2. 3. 4.</p>

SIGNATURES:

FOR PROBATIONARY EMPLOYEES ONLY: I recommend this employee for continuing employment in this position. _____ Yes _____
 No

 Signature: Supervisor _____
 Date

This review has been discussed with me. I understand my signature does not necessarily indicate agreement with this performance evaluation and that I may prepare a written response which will be signed/dated and attached to this evaluation in my official personnel file.

 Signature: Employee _____
 Date

<p>COPIES: 3 SIGNED COPIES must be distributed as follows:</p> <p>1. EMPLOYEE 2. HUMAN RESOURCES DEPARTMENT for the Personnel File 3. EVALUATOR</p>
