



SUPPORT STAFF SKILLS DEVELOPMENT PROGRAM EMPLOYEE PERFORMANCE/APPRaisal EVALUATION

EMPLOYEE NAME _____

SCHOOL _____

POSITION _____

PROBATIONARY

ANNUAL

PERFORMANCE CRITERIA/OBJECTIVES: - to be established by supervisor from attached position duties and responsibilities (by October 31st)

EVIDENCE OF COMPLETION OF ABOVE ITEMS: - to be completed by employee

PROGRESS REVIEW: - to be completed by supervisor (by May 30th)

Scale 1 = low score; 4 = high score

n/a 1 2 3 4 PERFORMANCE OF DUTIES

| | | | | | |
|--|--|--|--|--|---------------------------------------------|
| | | | | | Completes duties as assigned |
| | | | | | Maintains required standards of quality |
| | | | | | Uses time productively & effectively |
| | | | | | Shows ability to adapt |
| | | | | | Knowledgeable about areas of responsibility |

n/a 1 2 3 4 INTERPERSONAL SKILLS

| | | | | | |
|--|--|--|--|--|--------------------------------------------|
| | | | | | Responds well to direction & supervision |
| | | | | | Contributes to an effective school climate |
| | | | | | Communicates with the students |
| | | | | | Maintains effective working relationships |
| | | | | | Communicates with public |

n/a 1 2 3 4 CONDUCT

| | | | | | |
|--|--|--|--|--|---------------------------|
| | | | | | Attendance |
| | | | | | Punctuality |
| | | | | | Reliability |
| | | | | | Initiative |
| | | | | | Cooperativeness |
| | | | | | Maintains confidentiality |

