



**NON-CERTIFIED SUPPORT STAFF
 CONFIDENTIAL EVALUATION AND RECOMMENDATION**

Employee's Name: _____ **School or Department:** _____

Position: _____ **Date:** _____

Purposes of Evaluation: The evaluation is designed to help pin-point the strengths and weaknesses of the employee. It should also provide a history of development and assist in the preparation of a practical improvement program.

INSTRUCTIONS: Listed on the form are several traits, abilities and characteristics that are important for success. Place an "X" on the line above the phrase that best describes the person being rated. Carefully evaluate each of the qualities separately.

After completing the form, the rater should discuss the evaluation with the employee.

| | OUTSTANDING | ABOVE AVERAGE | AVERAGE | BELOW AVERAGE | POOR |
|--|---|---|--|---|---|
| 1. QUANTITY OF WORK Amount of work done on a normal workday | _____ Superior work and production record | _____ Does more work than is required | _____ Volume of work is satisfactory | _____ Does just enough to get by | _____ Does not meet minimum requirements |
| 2. QUALITY OF WORK Accuracy and correctness of work | _____ Is almost always accurate | _____ Is exact and precise most of the time | _____ Normal accuracy | _____ Careless and makes frequent errors | _____ Makes many errors |
| 3. KNOWLEDGE OF WORK Information needed for satisfactory performance | _____ Has complete mastery of all phases of the job | _____ Understands all phases of the job | _____ Adequate knowledge of most phases of the job | _____ Lacks knowledge of some phases of the job | _____ Poorly informed about job responsibilities |
| 4. RELATIONSHIP WITH OTHERS Ability to get along with others | _____ Excellent at establishing goodwill | _____ Gets along very well with others | _____ Gets along with others most of the time | _____ Often fails to get along with others | _____ Unable to get along with others |
| 5. DEPENDABILITY Amount of supervision needed to complete assigned tasks | _____ Requires a minimal amount of supervision | _____ Is reliable and needs very little supervision | _____ Completes tasks with reasonable promptness | _____ Needs to be checked on frequently | _____ Is unreliable and requires close supervision |
| 6. ATTENDANCE Reports to work daily and conforms to work hours | _____ Never late or absent unnecessarily | _____ Rarely late or absent | _____ Occasionally late or absent | _____ Lax in attendance and/or reporting to work on time | _____ Often absent or late without good excuse |
| 7. INITIATIVE Desire to attain goals and achieve | _____ Sets high goals and strives to reach them | _____ Strives hard and has a high desire to achieve | _____ Puts forth an average amount of effort | _____ Is a routine worker and shows little extra effort | _____ Puts forth no extra effort and needs a lot of urging |
| 8. PERSONAL HABITS Personal appearance and housekeeping | _____ Is usually well-groomed and keeps work area neat | _____ Careful about personal appearance and housekeeping | _____ Generally neat in appearance and housekeeping | _____ Sometimes careless in appearance and housekeeping | _____ Very untidy and disorderly |
| 9. OVERALL EVALUATION In comparison with other employees | _____ Outstanding | _____ Above Average | _____ Doing an average job | _____ Performing at a substandard level | _____ Unsatisfactory |

I do _____ do not _____ recommend that the above named employee continue employment for the next school year.

Comments: _____

Signature of Employee: _____

Signature of Immediate Supervisor: _____