

Employee's Name \_\_\_\_\_  
Position \_\_\_\_\_  
Location \_\_\_\_\_ School Year \_\_\_\_\_

Performance appraisal is beneficial to both the employee and the supervisor when used as a tool to foster open communication. It is helpful to the employee to become aware of strengths and weaknesses in his/her performance. Performance appraisal is useful to the administration in making decisions concerning transfers, promotions, and reduction in forces.

**CUSTOMER SERVICE**

- Anticipates customer needs and requests in advance and always responds promptly, courteously and respectfully.
- Usually responds to customer needs and requests in a timely manner with courtesy and respect.
- Is not terribly concerned about customer service but attends to needs and requests within a reasonable time; sometimes displays a lack of courtesy and respect.
- Shows no interest in serving others; does only what is assigned without regard to the customer.

Comments (required):

**JOB KNOWLEDGE**

- Insufficient knowledge to perform work satisfactorily.
- Has sufficient knowledge to do work.
- Good working knowledge of own and related jobs.
- Exceptionally well informed about own and related jobs.

Comments (required):

**QUALITY OF WORK**

- Exceptionally neat and accurate. Rarely makes mistakes.
- Usually accurate. Very neat. Seldom necessary to check work.
- Acceptable. Usually neat. Some supervision of work required.
- Unacceptable work. Too many errors.

Comments (required):

### ***DEPENDABILITY***

- Does not assume much responsibility; needs constant follow-up
- Usually follows instructions; sometimes needs reminding.
- Willing to accept responsibility; requires very little follow-up.
- Does top grade work with minimum supervision; outstanding follow-through.

Comments (required):

### ***INITIATIVE***

- Constantly searches for improved methods; originates new systems and procedures.
- Resourceful; usually alert to opportunities for improvement.
- Makes occasional suggestions for improvements. Usually does things the same.
- Non-independent thinker. Rarely initiates innovative ideas.

Comments (required):

### ***COMMUNICATIONS SKILLS***

- Has difficulty communicating (at all levels).
- Has difficulty communicating (at one or more levels).
- Usually maintains effective communication.
- Excellent ability to effectively communicate.

Comments (required):

### ***PLANNING SKILLS***

- Plans work to avoid difficulties. Establishes excellent priorities.
- Sets good priorities; usually plans well enough to prevent major problems.
- Cannot always distinguish important from unimportant. Difficulties sometimes arise through lack of proper planning.
- Firefighter; no predetermined plan or program to effectively accomplish tasks.

Comments (required):

### ***HUMAN RELATIONS SKILLS***

- Defensive. Causes some friction among others. Does not take criticism well. Shows reluctance to change.
- Usually composed. Has some ups and downs. Can accept some change.
- Usually has good sense of humor. Accepts changes. Usually accepts constructive criticism.
- Good sense of humor. Accepts changes cheerfully. Takes constructive criticism willingly.
- Contributes to good rapport among co-workers.

Comments (required):

### ***ATTENDANCE***

- Excellent to exceptional.
- Very good.
- Satisfactory.
- Unsatisfactory.

Comments (required):

### ***PUNCTUALITY***

- Unsatisfactory.
- Satisfactory.
- Very good.
- Excellent to exceptional.

Comments (required):

### ***APPEARANCE AND GROOMING***

- Professionally dressed, practices good personal hygiene.
- Well groomed; always neat in appearance.

- Neat and clean, dresses casually.
- Personal hygiene needs improving, dresses inappropriately for the office.

Comments (required):

**Additional evaluator comments:**

**Additional employee comments:**

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Evaluator's Signature

Date

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Employee's Signature

Date

**SIGNATURES SIMPLY IMPLY THAT INFORMATION HAS BEEN DISCUSSED.**

The employee has the right to write a rebuttal to this evaluation; such a rebuttal should be submitted, in writing, to the supervisor within fifteen (15) days of the evaluation conference.

Supervisor: Please send original to Human Resources Department within ten (10) days of evaluation; provide one (1) copy to employee; and retain one (1) copy for your file.