Franklin Pierce School District PERFORMANCE EVALUATION REPORT Office Professionals

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| Employee Name | Period of Report  From:       To: | Job Title |
| School or Department | Type:  Probation Annual Transfer | Date |

EE – Exceeds Expectations: Performance exceeds the criteria or standards

ME – Meets Expectations: Performance meets the criteria or standards

\*NI – Needs Improvement: Performs some of the tasks but is inconsistent and does not meet all the job requirements

\*U – Unsatisfactory: Not performing tasks that are required

(\*Rating requires a comment)

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| --- | --- | --- | --- | --- | --- |
| Category | \*U | \*NI | ME | EE | Comments |
| **Reliability:** Is dependable and trustworthy; Independent worker who requires minimal supervision; Understands the need for and maintains confidentiality; Makes sound decisions. |  |  |  |  |  |
| **Adaptability:** Makes appropriate adjustments to work assignments and unforeseen circumstances; Readily accepts new or changing conditions; Works effectively in a variety of situations; Self-starter; Provides input and suggestions; promotes a positive environment; Willing to take on new challenges; Works well under stressful conditions. |  |  |  |  |  |
| **Problem Solving Ability and Judgment:** Recognizes opportunities to take action appropriately; demonstrates ability to analyze, reason and achieve appropriate solutions; ability to determine when to act on his/her own and when to refer a situation to a higher authority. |  |  |  |  |  |
| **Planning and Organizing Skills:** Consistently meets deadlines; sets priorities; Plans workload effectively; Keeps work organized; Carries out duties effectively and efficiently. |  |  |  |  |  |
| **Work Production and Quality of Work:** Does thorough, accurate, neat and professional work; Produces high quality product; Has high standards and work ethic; Work product demonstrates consistent attention to detail. |  |  |  |  |  |
| **Work Knowledge and Skills:** Understands the principles, concepts and requirements of the job; Demonstrates ability to apply technical knowledge and skills required to perform job; Effectively and efficiently uses current district programs and data bases. Demonstrates skill in using current computer-based “productivity” suites (i.e. MS Office). |  |  |  |  |  |
| **Customer Service Skills:** Positive approach when meeting the needs of students, staff and/or public; Courteous and respectful; Handles confidential matters appropriately; Communicates in an effective appropriate manner. |  |  |  |  |  |
| **Team Work:** Works cooperatively with others; Uses tact and diplomacy; Develops good working relationships; Helps promote good staff morale; Works positively in solving problems. |  |  |  |  |  |
| **Communication:** Exchanges information appropriately; Has good listening skills; Consistently uses appropriate communication skills; Expresses self clearly both orally and in writing. |  |  |  |  |  |
| **Attendance and Punctuality:** Has regular attendance and is consistently on time; Is prudent in use of leave and adheres to leave policies; When possible, provides sufficient notice for absences. |  |  |  |  |  |

Input provided by (Signed statements must be attached):

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| Evaluator’s Comments |

Evaluator’s Signature and Title Date

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| Employee’s Comments |

Employee’s Signature Date

The signature above does not necessarily imply that the employee agrees with the preceding report, but only that he or she has seen and discussed it with the evaluator and has been provided a copy.