

SUPPORT STAFF EVALUATION FORM

Employee: _____

Position Title: _____

Evaluator: _____

School: _____

Performance Criteria
(Please see Support Staff Evaluation Rubric)

Performance Level
(Please check appropriate box)

Performance standards are either expressed or implied as an intergral part of support staff job descriptions/responsibilities

4 = Significant Strength
3 = Proficient
2 = Basic
1 = Area of Concern

	Significant Strength 4	Proficient 3	Basic 2	Area of Concern 1
1. DEPENDABILITY (demonstrates commitment to demands of the job; meets deadlines)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. ATTITUDE (flexible, respectful, cooperative)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. INITIATIVE (self-motivated, resourceful; independent)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. JUDGEMENT (discretion, confidentiality)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. FOLLOWS CHAIN OF COMMAND	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. TEAMWORK	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. JOB KNOWLEDGE	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. PROFESSIONAL GROWTH	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9. OVERALL EVALUATION	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10. ATTENDANCE	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Attendance Comments:

Satisfactory Unsatisfactory

SUPPORT STAFF EVALUATION FORM (Cont.)

Name of Employee: _____

Evaluation of goals from the start of the schoolyear: _____

Evaluator's Comments: _____

Employee's Comments: _____

Evaluator and administrator must sign before this evaluation is presented to the employee.

Signature of Evaluator

Signature of Administrator

Date

Date

The employee's signature indicates only that he/she has seen this evaluation and does not indicate agreement or disagreement with the evaluation.

Signature of Employee

Date