

Dover Area School District

Support Staff Employee Performance Evaluation

Employee:		Supervisor:	
Position:		Building:	
		School Year:	2016 - 2017

Instructions: This form is to be used in conducting the individual employee performance review for support staff positions. Read each factor, and if applicable, rate the employee's performance based on the performance level. It is important to be objective and to concentrate on observable job behaviors in the job description. Ratings of Basic and Area of Concerns must have supportive comments listed. Returned signed original forms to **Kristina Jacoby** for placement in the employee's personnel file. Employees should receive a copy of their Performance Evaluations.

Performance Level:
 4 = Significant Strength – Performance consistently surpasses expectations
 3 = Proficient – Performance consistently meets expectations
 2 = Basic – Performance is below standards; improvement is needed
 1 = Area of Concern – Performance is consistently below standards; improvement is needed

A: Job Knowledge, Quality of Work and Quantity of Work	4 Significant Strength	3 Proficient	2 Basic	1 Area of Concern
1. Exhibits specific knowledge and skills for this job.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Understands and carries out all job-related duties and responsibilities without supervision.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Performs assignments accurately.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Thoroughly completes assignments.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Neatness of work	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Utilizes time to the fullest.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. When necessary, finds work to do.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments:				

B: Work Habits	4 Significant Strength	3 Proficient	2 Basic	1 Area of Concern
1. Shows initiative and resourcefulness.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Carries his/her share of load and cooperates with co-workers.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Cooperates with Supervisors and consults him/her when deviation from schedule or instructions may be necessary.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Respects students, professionals and the public.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Demonstrates proper judgement and decision-making skills when necessary.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments:				

C: Work Environment/Safety	4 Significant Strength	3 Proficient	2 Basic	1 Area of Concern
1. Maintains a safe and clean work area.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Complies with all standard safety practices.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Reports/corrects hazards promptly.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments:				

D. Interpersonal Skills/Communication	4 Significant Strength	3 Proficient	2 Basic	1 Area of Concern
1. Speaks with staff members, students, and parents with tact, stability, concern and confidentiality.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Demonstrates effective written and verbal communications.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Demonstrates the ability to listen carefully and thoughtfully.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Cooperates in accomplishing building and District goals and objectives.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments:				

E. Appearance, Attendance, and Dependability	4 Significant Strength	3 Proficient	2 Basic	1 Area of Concern
1. Appearance meets standards.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Always on time.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Regular in attendance.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Performs assignments with the expected timeframe.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Number of unpaid/dock hours taken during the current school year:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments:				

	4 Significant Strength	3 Proficient	2 Basic	1 Area of Concern
OVERALL RATING:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
OVERALL COMMENTS:				

Reviewer's Signature: _____ Date: _____

Employee's Acknowledgement: I acknowledge that I have read the evaluation and that I have been given an opportunity to discuss it with my Reviewer. I understand that my signature does not necessarily indicate agreement with the evaluation.

Employee's Signature: _____ Date: _____

Employee Comments Optional: