M.S.A.D No. 75

 PERFORMANCE VALUATION

District Office

**Employee: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

 **Please Print**

**Annual Evaluation: \_\_\_\_\_ Year: \_\_\_\_\_\_ Probationary Evaluation: \_\_\_\_\_**

1. SUMMARY OF PERFORMANCE: As related to the attached job description summarize
the employee's performance over the past year.
2. AREAS TARGETED LAST YEAR FOR IMPROVEMENT: Summarize how well the
targeted areas of improvement from last year were achieved.

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1. GOALS FOR UPCOMING SIX MONTHS / YEAR: List targeted areas of improvement
and development. Set dates to review progress.
2. CUSTOMER SERVICE: Provides quality customer service by presenting a positive, pleasant and helpful demeanor with customers, venders and other departments and co-workers. Employee’s conduct follows the quest relations expectations and supports the intent of MSAD # 75 mission statement.
3. ATTITUDE / PERFORMANCE: Accepts supervision, assignments and responsibility well:
4. SAFETY: Contributes to general maintenance and safety of the department
5. EMPLOYEE COMMENTS:

Your signature is intended only to acknowledge receipt of the evaluation; it does not imply agreement or disagreement with the evaluation itself.

Evaluator Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_

Employee Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_