**2024-2025 Certified Performance Evaluation and Growth Plan**

Role: Evaluator  Employee

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| Employee Name: | Employee ID: | Position: | Campus/School (Set): |
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| Evaluator: | Eval Period – From: M/D/YYYY | Eval Period – To: M/D/YYYY | Evaluation Type (Select One): |
|  |  |  | Annual Evaluation |

**Performance Indicators**

**All Indicators MUST be completed for all evaluations**

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| **1. Knowledge of Duties** | | | |
| Demonstrates clear understanding and the ability to perform the assigned job duties and has in-depth knowledge and technical expertise. Learns and implements new skills and procedures. | | | |
| A. Exceeds Expectations | B. Meets Expectations | C. Needs Development | D. Unacceptable |
| Demonstrates a mastery of breadth and depth of knowledge. Is regarded as an expert. | Has good knowledge of job responsibilities and meets expectations. | Deficient in knowledge and has limited awareness of job duties. | Lacks required knowledge to perform the job. Work is consistently below expectations. |
| Comments: | | | |
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| **2. Quality of Work/Accuracy** | | | |
| Performs at a high level of competency, accuracy and thoroughness. Uses initiative and creativity as appropriate in providing service. | | | |
| A. Exceeds Expectations | B. Meets Expectations | C. Needs Development | D. Unacceptable |
| Demonstrates exemplary work and a high level of accuracy. Work is consistently of high quality. | Produces quality results. Work is accurate and thorough. Pays attention to detail. | Quality of work is below expectations.  Requires direction. | Accuracy and competency is not demonstrated. Supervision is required. |
| Comments: | | | |
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| **3. Follow Through/Prioritization/Initiative** | | | |
| Demonstrates good judgement in planning, organizing, and completing work. Takes appropriate independent action when necessary and is self-starting. | | | |
| A. Exceeds Expectations | B. Meets Expectations | C. Needs Development | D. Unacceptable |
| Demonstrates exemplary skills in initiating, planning, and organizing the completion of work. | Plans, organizes, and completes work. | Insufficiently plans, is disorganized and completion of work is inconsistent. Lacks initiative. | Fails to plan, to organize and to complete work as required. |
| Comments: | | | |
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| **4. Cooperation/Team Player** | | | |
| Works well and effectively with others; responsive, positive attitude toward work; ability and willingness to work with colleagues, administrators and support staff toward common goals; accommodating and dependable. | | | |
| A. Exceeds Expectations | B. Meets Expectations | C. Needs Development | D. Unacceptable |
| Actively works with and leads others to accomplish common tasks and reach goals. | Works well as a team member and contributes to the goal. | Reluctant to perform as a team member. Unwilling to work with others toward common goals. | Uncooperative and will not perform as a team member. Action is detrimental to accomplishing goals. |
| Comments: | | | |
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| **5. Effectiveness/Efficiency** | | | |
| Demonstrates the ability to use time wisely in producing the volume and quality of work required for the position. | | | |
| A. Exceeds Expectations | B. Meets Expectations | C. Needs Development | D. Unacceptable |
| Results consistently exceed expectations in terms of time usage and quantity produced. | Completes assigned work and uses time wisely. | Uses time inefficiently and volume of work is insufficient. | Fails to accomplish tasks. Fails to use time efficiently. Unable to work on multiple tasks. |
| Comments: | | | |
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| **6. Flexibility and Attitude** | | | |
| Demonstrates the ability to accommodate the unexpected changes in the work routine while maintaining a professional attitude that promotes a positive image of the department, school or district setting. | | | |
| A. Exceeds Expectations | B. Meets Expectations | C. Needs Development | D. Unacceptable |
| Consistently goes above and beyond to meet the demands of the unexpected while maintaining a professional and positive attitude. | Appropriately modifies behavior and work methods in response to the unexpected while maintaining a professional and positive attitude. | Has difficulty in responding effectively to changing conditions in the work place and lacks a consistent level of professionalism. | Unable or willing to adapt to changing conditions in the work place. |
| Comments: | | | |
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| **7. Interpersonal/Communication/Customer Service Skills** | | | |
| The ability to listen, hear and respond in a sensitive, meaningful way that enhances mutual respect with others as the employee carries out their responsibilities with all stakeholders. | | | |
| A. Exceeds Expectations | B. Meets Expectations | C. Needs Development | D. Unacceptable |
| Proactively promotes and builds excellent relationships with others. Customer service is a priority. | Listens and responds effectively. Demonstrates respect for coworkers and others. | Lack of effective communication skills negatively impacts job performance. | Insensitive communication skills that cause conflict with little or no regard for the stakeholders. |
| Comments: | | | |
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| **8. Safe Work Habits** | | | |
| Understanding and application of safe practices; observes safety rules. | | | |
| A. Exceeds Expectations | B. Meets Expectations | C. Needs Development | D. Unacceptable |
| Consistently models safe work habits. Identifies unsafe conditions and recommends solutions as appropriate. | Routinely practices safe work habits. | Neglects prescribed safety policies and procedures that define safe work habits. | Puts oneself, others and/or District at serious risk by failing to practice or ignoring safe work habits. |
| Comments: | | | |
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| **9. Demonstrated Sensitivity and Awareness to Diversity** | | | |
| Sensitivity to diverse populations that may require special effort and attention to provide equal and quality service; participates in activities designed to support a diverse working and learning environment; seeks ways to improve communication across areas of diversity. | | | |
| A. Exceeds Expectations | B. Meets Expectations | C. Needs Development | D. Unacceptable |
| Openly accepts and embraces the challenges and opportunities that diversity brings to the workplace; seeks to develop relationships among diverse groups of workers and students. | Demonstrates support for the diversity of colleagues and students; seeks to understand differences and respects differences in the workplace. | Expects others to act and think the way they do; little effort to accommodate differences; impatient with those who are different. | Intolerant of those who are different; refuses to acknowledge or accommodate differences. |
| Comments: | | | |
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| **10. Adaptability/Learning Agility** | | | |
| Demonstrates the ability to learn new tasks, develop new skills and to accept new ideas as the work environment changes over time. | | | |
| A. Exceeds Expectations | B. Meets Expectations | C. Needs Development | D. Unacceptable |
| Keeps abreast of current trends in areas of expertise. Initiates the opportunity to adapt, and to learn new tasks. | Readily learns new tasks to keep current. Open to change and new ideas. | Is reluctant to adapt to a changing work environment and new initiatives. | Does not adapt to a changing work environment or new initiatives. |
| Comments: | | | |
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**Professional Growth Plan**

**Specific Achievements and Strengths as related to the job:**

Record incidents of positive and/or successful job performance during the performance period (include details and dates) and list job strengths.

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| Evaluator | Employee |
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**Goal(s) Related to the Job:**

What are areas in which you would like to see yourself develop during the next evaluation period?

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| Evaluator | Employee |
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**Personal Development Plan:**

What are steps, trainings and/or the action plan which will facilitate the achievement of the goal(s) listed above?

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| Evaluator | Employee |
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