



BILLINGS PUBLIC SCHOOLS

*Administrative Support
Employee Performance Evaluation*

Employee Name

Position

Building/Department _____

CODE

S - Satisfactory
 N - Not observable
 NA - Not applicable
 X - Either exceeds or does not meet expectations
 (see comments)

| 1. PROFESSIONAL QUALITIES: | CODE | COMMENTS |
|--|------|----------|
| a. Reliable/Punctual | | |
| b. Versatile/Flexible | | |
| c. Initiative/Creativity | | |
| d. Knowledge of job | | |
| e. Quality of work/Accuracy | | |
| f. Quantity of work | | |
| g. Organizational Skills/Planning | | |
| h. Knowledge/use of technology, Equipment, supplies | | |

| 2. ATTITUDES: | CODE | COMMENTS |
|--------------------------|-------------|-----------------|
| a. Professionalism | | |
| b. Cooperation/Team Work | | |
| c. Interpersonal Skills | | |
| 3. MANAGEMENT: | CODE | COMMENTS |
| a. Supervisory Ability | | |
| b. Ability to train | | |
| | | |
| | | |
| | | |

 Evaluator's Signature

 Date

 Employee's Signature

 Date

WRITTEN COMMENTS: