



### Office Paraprofessional Appraisal Form

Employee Name \_\_\_\_\_ ID \_\_\_\_\_ Date \_\_\_\_\_

Position \_\_\_\_\_ Dept/Campus \_\_\_\_\_

Appraiser and Title \_\_\_\_\_

**Rating Scale:**

**3=** Meets or exceeds Performance meets or exceeds expectations

**2 =** In progress Growth is evident

**1 =** Below expectations Performance does not meet expectations

**N/A=** Not applicable Performance is not expected

**Directions:** Use the above descriptors to rate each skill. Circle the appropriate rating. Determine the overall job performance by reviewing all ratings. All employees must be evaluated annually.

#### General Skills

1. Works cooperatively with others	1	2	3	N/A
2. Participates in meetings, training, and special events	1	2	3	N/A
3. Follows oral and written instructions from supervisor	1	2	3	N/A
4. Follows district policies and procedures	1	2	3	N/A
5. Provides safety and security for self and others	1	2	3	N/A
6. Completes assignments on time and accurately	1	2	3	N/A
7. Follows attendance and punctuality rules	1	2	3	N/A
8. Demonstrates required skills and job knowledge	1	2	3	N/A
9. Maintains neat and orderly work area	1	2	3	N/A
10. Displays professional dress and attitude	1	2	3	N/A
11. Identifies and responds to problems effectively	1	2	3	N/A
12. Communicates effectively	1	2	3	N/A

#### Specialized Skills

1. Effectively utilizes software programs	1	2	3	N/A
2. Compiles information or data and produces appropriate reports	1	2	3	N/A
3. Maintains confidentiality of information	1	2	3	N/A
4. Maintains data and physical files	1	2	3	N/A
5. Orders and maintains purchases and/or inventory	1	2	3	N/A

<b>Performance Goals</b>
<b>General Comments</b>
<b>Employee Comments</b>
<b>Overall Performance Rating (Circle One)</b> <b>3. Meets or Exceeds</b> <b>2. In Progress</b> <b>1. Below Expectations</b>

Employee Signature/ Date \_\_\_\_\_

Supervisor Signature/Date \_\_\_\_\_