



Student Nutrition Paraprofessional Appraisal

Name _____ Appraisal period _____

Position _____ Department/Campus _____

Appraiser _____ Title _____

Rating scale: Please circle the appropriate response.

Meets or Exceeds - Performance meets or exceeds expectations = 3

In progress - Growth is evident = 2

Below Expectations - Performance does not meet expectations = 1

Not applicable - Performance is not expected = N/A

Directions: Use the above descriptors to rate each skill. Determine the overall job performance by reviewing all ratings.

General skills

1. Works cooperatively with others	1	2	3	N/A
2. Participates in preparing handouts, packets, etc. for training	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 appropriate job knowledge, maintains required certifications	1	2	3	N/A
9. Maintains professional level of confidentiality	1	2	3	N/A
10. Seeks growth by taking job related classes and seminars	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. Shows initiative in assuming responsibility for routine office duties	1	2	3	N/A
2. Displays effective telephone and personal communication skills	1	2	3	N/A
3. Greets visitors promptly and demonstrates a desire to provide good customer service	1	2	3	N/A
4. Seeks new ways to improve efficiency in assigned tasks	1	2	3	N/A
5. Demonstrates effective organization and planning	1	2	3	N/A
6. Operates necessary office equipment skillfully	1	2	3	N/A

Performance goals:

General comments:

Employee comments:

Overall performance rating (circle one)

Exceeds expectations
 In progress
 Below expectations

This appraisal has been discussed with me by my supervisor. I have read and received a copy of it.

Employee signature Date

Appraiser signature Date

Reviewer signature Date