**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  
   
2. Displays effective telephone and personal communication skills  
   
3. Greets visitors promptly and demonstrates a desire to provide good customer service  
   
4. Seeks new ways to improve efficiency in assigned tasks  
   
5. Demonstrates effective organization and planning  
   
6. Operates necessary office equipment skillfully  

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<th>Overall performance rating (circle one)</th>
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<tr>
<td>☐ Exceeds expectations</td>
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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 ____________