

**Iredell Statesville Schools
Classified Evaluation Form**

Instructions:

- 1. The Principal or his/her designee shall complete this form by checking the appropriate rating and schedule a meeting with the employee to discuss its content.**
 - A. A rating of Not Demonstrated or Distinguished shall be supported with a statement of the fact(s).**
 - B. Suggestions to aid employee in improving performance or comments of special accommodation are encouraged at the end of each function.**
 - C. Designee is defined as Administrative level personnel.**
- 2. The employee is provided an opportunity to react to the ratings and comments.**
- 3. The Principal/Designee must discuss the results of the appraisal with the employee and any recommended action pertinent to it.**
- 4. Principal/Designee and employee must sign the form in designated spaces.**
- 5. Evaluation will be submitted to Human Resources by the due date.**

Name: _____ **Position** _____

School/Department: _____ **Date:** _____

Purpose of Evaluation: The purpose of the employee evaluation is to provide feedback to employees and supervisors as it relates to job performance.

RATING SCALE:

Distinguished: Consistently and significantly exceeds basic competence

Accomplished: Exceeds basic competence most of the time

Proficient: Demonstrated basic competence

Developing: Demonstrated adequate growth, but did not demonstrate basis competence.

Not Demonstrated: Did not demonstrate competence or adequate growth.

1. **Quality of Work** – Quality of work is satisfactory. Work is performed with care and thoroughly completed.

<input type="checkbox"/> Distinguished	<input type="checkbox"/> Accomplished	<input type="checkbox"/> Proficient	<input type="checkbox"/> Developing	<input type="checkbox"/> Not Demonstrated
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Comments:

2. **QUANTITY OF WORK** – Production is satisfactory; plans and organizes work effectively. Time Management; adheres to schedule within daily duties.

<input type="checkbox"/> Distinguished	<input type="checkbox"/> Accomplished	<input type="checkbox"/> Proficient	<input type="checkbox"/> Developing	<input type="checkbox"/> Not Demonstrated
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Comments:

3. **KNOWLEDGE OF WORK** – Satisfactory knowledge of all aspects of work assignments; performs work **(task)** consistently and on time.

<input type="checkbox"/> Distinguished	<input type="checkbox"/> Accomplished	<input type="checkbox"/> Proficient	<input type="checkbox"/> Developing	<input type="checkbox"/> Not Demonstrated
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Comments:

4. **COMMUNICATION** – Oral and written skills are satisfactory; confidentiality maintained when needed or requested.

<input type="checkbox"/> Distinguished	<input type="checkbox"/> Accomplished	<input type="checkbox"/> Proficient	<input type="checkbox"/> Developing	<input type="checkbox"/> Not Demonstrated
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Comments:

5. **ATTENDANCE/DEPENDABILITY** – Rarely absent or tardy and adheres to work hours. Completes work assignments on time and needs little or no supervision.

<input type="checkbox"/> Distinguished	<input type="checkbox"/> Accomplished	<input type="checkbox"/> Proficient	<input type="checkbox"/> Developing	<input type="checkbox"/> Not Demonstrated
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Comments:

6. **PERSONAL HABITS** – Appearance and personal hygiene are good.
Professional dress is observed. Work areas are neat and well maintained.

<input type="checkbox"/> Distinguished	<input type="checkbox"/> Accomplished	<input type="checkbox"/> Proficient	<input type="checkbox"/> Developing	<input type="checkbox"/> Not Demonstrated
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Comments:

7. **INITIATIVE** – Resourceful; frequently presents suggestions to improve processes; self-confident.

<input type="checkbox"/> Distinguished	<input type="checkbox"/> Accomplished	<input type="checkbox"/> Proficient	<input type="checkbox"/> Developing	<input type="checkbox"/> Not Demonstrated
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Comments:

8. **RELATIONSHIP WITH OTHERS** – Works well with others; sets a positive climate and makes an honest effort to be cooperative. Follows instructions, manages conflict and assist others as needed.

<input type="checkbox"/> Distinguished	<input type="checkbox"/> Accomplished	<input type="checkbox"/> Proficient	<input type="checkbox"/> Developing	<input type="checkbox"/> Not Demonstrated
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Comments:

9. Technology – Use of technology is satisfactory. Uses equipment related to job duties effectively and efficiently.

<input type="checkbox"/> Distinguished	<input type="checkbox"/> Accomplished	<input type="checkbox"/> Proficient	<input type="checkbox"/> Developing	<input type="checkbox"/> Not Demonstrated
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Comments:

Focus Area as Defined by Job Category
Bookkeeper

Adheres to bookkeeping procedures as outlined in the Standard Accounting System and the Finance Department.

<input type="checkbox"/> Distinguished	<input type="checkbox"/> Accomplished	<input type="checkbox"/> Proficient	<input type="checkbox"/> Developing	<input type="checkbox"/> Not Demonstrated
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Employee utilizes funds appropriately and with accuracy as directed by principal.

<input type="checkbox"/> Distinguished	<input type="checkbox"/> Accomplished	<input type="checkbox"/> Proficient	<input type="checkbox"/> Developing	<input type="checkbox"/> Not Demonstrated
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Coordinates receipt of money accurately and on time.

<input type="checkbox"/> Distinguished	<input type="checkbox"/> Accomplished	<input type="checkbox"/> Proficient	<input type="checkbox"/> Developing	<input type="checkbox"/> Not Demonstrated
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Processes payroll with accuracy, applies leave according to state and local guidelines and advises supervisor of overtime or other concerns as directed.

<input type="checkbox"/> Distinguished	<input type="checkbox"/> Accomplished	<input type="checkbox"/> Proficient	<input type="checkbox"/> Developing	<input type="checkbox"/> Not Demonstrated
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Willingness to support other staff as needed within the school/building

<input type="checkbox"/> Distinguished	<input type="checkbox"/> Accomplished	<input type="checkbox"/> Proficient	<input type="checkbox"/> Developing	<input type="checkbox"/> Not Demonstrated
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Comments:

Evaluator's Comments

Employee's Comments

Evaluator's Signature _____ Date _____

Employee's Signature _____ Date _____

Complete in triplicate: Human Resources, Supervisor & Employee