

**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
--	---------------------------------------	-------------------------------------	-------------------------------------	---

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
--	---------------------------------------	-------------------------------------	-------------------------------------	---

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
--	---------------------------------------	-------------------------------------	-------------------------------------	---

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
--	---------------------------------------	-------------------------------------	-------------------------------------	---

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
--	---------------------------------------	-------------------------------------	-------------------------------------	---

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
--	---------------------------------------	-------------------------------------	-------------------------------------	---

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
--	---------------------------------------	-------------------------------------	-------------------------------------	---

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
--	---------------------------------------	-------------------------------------	-------------------------------------	---

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
--	---------------------------------------	-------------------------------------	-------------------------------------	---

Comments:

**Focus Area as Defined by Job Category**  
**Technology**

Possess the ability to troubleshoot problems and follow procedures when issues are identified. All computers and peripherals are in good working order. Contributes to the knowledge base.

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

Effectively communicates on a professional level with schools, faculty and staff.

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

Follows appropriate procedures when reporting to a school or site. Safety regulations are observed.

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

Comments

Evaluator's Comments

Employee's Comments

Evaluator's Signature \_\_\_\_\_ Date \_\_\_\_\_

Employee's Signature \_\_\_\_\_ Date \_\_\_\_\_

Complete in triplicate: Human Resources, Supervisor & Employee