

**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
Child Nutrition Cafeteria Manager

Accurately and consistently completes daily and monthly reports on time.
Attention to detail is observed.

<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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Attends training to receive the necessary required staff development to meet annual requirements. Keeps accurate records of training for all staff.
Trains staff as necessary on new processes, procedures and policies.

<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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Accurately maintains inventory, places orders as needed and adheres to menu guidelines.

<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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Adheres to and enforces Child Nutrition dress code as determined by HACCP.

<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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Follows written cash policies and procedures as described by state guidelines.

<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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Consistently adheres to all sanitation, safety and HACCP regulations.

<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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Demonstrates good customer service skills to all stakeholders.

<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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Uses, maintains and stores work materials/equipment properly.

<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