



Central Staff Professional Appraisal

Employee's Name _____ ID _____ Date _____

Position _____ Dept/Campus _____

Appraiser and Title _____

RATING SCALE:

- Meets or exceeds Performance meets or exceeds expectations
- In progress Growth is evident
- Below Expectations Performance does not meet expectations

GENERAL SKILLS AND RESPONSIBILITIES

Directions: Check the corresponding box to rate each skill or responsibility.

	Skill or Responsibility	Meets or Exceeds	In Progress	Below Expectations	Appraiser Comments
1.	Maintains positive district and community relations				
2.	Is cooperative and works effectively with others				
3.	Is dependable and dedicated, manages time to meet required deadlines				
4.	Exhibits good judgment in decision making and problem solving				
5.	Shows initiative and suggests ways to improve efficiency and productivity				
6.	References Board policies and State law, adheres to rules and regulations				
7.	Accepts supervision, responds positively to suggestions and/or directives.				
8.	Provides leadership and manages department and staff				
9.	Demonstrates fiscal responsibility				
10.	Focuses on professional growth, participates in development opportunities and educates others				
11.	Fulfills all elements of job description.				

KEY SUCCESS MEASURES

Directions: During the formative/planning conference, develop “Strategic Objectives and Goals” and complete the “Target” column with a measureable value (i.e. 95%, 36 of the 39 schools). During the evaluation/summary conference, complete the “Actual” column with the measurable outcome and rate the performance by checking the appropriate box.

Shaded areas to be completed at the initial review appraisal and planning conference.

Strategic Objective/ Goals	Target	Actual	Meets/Exceeds	In progress	Below Expectations
1.					
2.					
3.					
4.					

SUMMARY

Comments by Staff:

Summary Comments by the Appraiser:

Appraiser Signature

Title

Date

I acknowledge that this appraisal has been discussed with me, and I have received a copy of the appraisal:

Employee Signature

Date