

**Regional School District #14**  
**Classified Personnel Performance Appraisal**

**Employee:**

**Title: (circle one): Secretary, Custodian  
 Paraprofessional, Tutor, Inst. Assistant**

**School:**

**Department:**

**Date of Evaluation:**

**Supervisor:**

	<b>JOB PERFORMANCE</b>	<b>Above Satisfactory</b>	<b>Satisfactory</b>	<b>Needs Improvement</b>	<b>Unacceptable</b>	<b>Not Applicable</b>
1.1	Performs tasks and daily routines as specified in the job description with minimal direction					
1.2	Meets deadlines for completion of tasks					
1.3	Recognizes and implements priorities					
1.4	Accepts additional tasks as assigned					
1.5	Anticipates and identifies potential problems					
1.6	Knows how and where to obtain necessary information					

2.0	<b>INTERPERSONAL SKILLS</b>	<b>Above Satisfactory</b>	<b>Satisfactory</b>	<b>Needs Improvement</b>	<b>Unacceptable</b>	<b>Not Applicable</b>
2.1	Interacts positively and effectively with staff.					
2.2	Interacts positively and effectively with the general public					
2.3	Interacts positively and effectively with the students					
2.4	Has positive approach toward work and others					
2.5	Has good working relationships with co-workers					
2.6	Provides assistance and back-up to co-workers					

3.0	<b>COMMUNICATION SKILLS</b>	<b>Above Satisfactory</b>	<b>Satisfactory</b>	<b>Needs Improvement</b>	<b>Unacceptable</b>	<b>Not Applicable</b>
3.1	Communicates information courteously and accurately					
3.2	Uses appropriate tone and volume of voice					
3.3	Communicates with respect verbally, nonverbally and in written form					

4.0	<b>WORK ETHIC</b>	Above Satisfactory	Satisfactory	Needs Improvement	Unacceptable	Not Applicable
4.1	Maintains a high level of confidentiality					
4.2	Uses good judgment					
4.3	Takes pride in work					
4.4	Demonstrates initiative					
4.5	Attendance					

Rate employees performance overall in comparison to the job requirement involved with his/her position.

Above Satisfactory

Satisfactory

Needs improvement

Unacceptable

Evaluator's Comments:

Employee's Comments:

\_\_\_\_\_  
Signature of Evaluator                      Date

\_\_\_\_\_  
Signature of Employee                      Date

In signing this evaluation, the employee is only acknowledging receipt, not necessarily agreement with the evaluation. The employee may add an addendum to this form which will be part of the record.