



NON-CERTIFIED EVALUATION REPORT

Employee:

Title:

School:

Date:

1. Outstanding 2. Very Good 3. Good	4. Improvement Needed 5. Unsatisfactory 6. N/A or Unable to Observe	1	2	3	4	5	6
1. Adaptability: <ul style="list-style-type: none"> • Learn new tasks • Work with little to no supervision • Perform duties under emergencies • Work with co-workers 							
2. Attitude: <ul style="list-style-type: none"> • Ability to get along with the public and co-workers • Interest in work • Willingness to accept suggestions • Loyalty to the School Town of Munster 							
3. Dependability: <ul style="list-style-type: none"> • Punctuality • Attendance on the job 							
4. Judgment: <ul style="list-style-type: none"> • Soundness of decisions • Ethical conduct 							
5. Knowledge: <ul style="list-style-type: none"> • Knowledge of methods, materials, objectives, and other Fundamental information related to position 							
6. Quality of Work: <ul style="list-style-type: none"> • Accuracy • Completeness • Neatness • Thoroughness 							
7. Personal Fitness: <ul style="list-style-type: none"> • Physical ability to perform daily duties • Appearance and personal habits 							
8. Quantity of Work: <ul style="list-style-type: none"> • Amount of work done in a day 							
9. Work Habits: <ul style="list-style-type: none"> • Organization of work • Grasp details • Care of equipment 							

• Safety conscious						
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<i>1. Outstanding</i>	<i>4. Improvement Needed</i>						
<i>2. Very Good</i>	<i>5. Unsatisfactory</i>						
<i>3. Good</i>	<i>6. N/A or Unable to Observe</i>	<i>1</i>	<i>2</i>	<i>3</i>	<i>4</i>	<i>5</i>	<i>6</i>

10. OVERALL RATING:						
• Should reflect the above ratings						

Comments: “Unsatisfactory” & “Improvement Needed” ratings must be explained in this space:

Supervisor’s Signature:

Employee’s Signature:

Principal’s Signature: