

OFFICE PROFESSIONALS (PAEOP) EVALUATION

Puyallup School District

Name: Last, First, M.I. _____

School or Department _____

Job Title _____

Period of Report **Date from:** _____

Date to: _____

School Year: _____

Evaluation Type

Annual

New Hire

Other

GENERAL CRITERIA: *Check the appropriate boxes under each of the criteria below. All ratings must be supported with comments.*

1. RELIABILITY: Is dependable and trustworthy; Independent worker who requires minimal supervision; Understands the need for and maintains confidentiality; Uses and maintains equipment properly; Makes sound decisions.

Work needs close and regular supervision. Rarely able to work independently. Cannot be depended on to complete work.

Sometimes able to work independently, but work needs more than minimal supervision. More than occasionally, work not done on time.

Consistently dependable. Performs all duties with minimal supervision. Work completed on time consistently.

Highly dependable. Attends to every detail without supervision. All work completed on time.

Comments:

2. ADAPTABILITY: Makes adjustments and changes easily to work assignments and unforeseen circumstances; Readily accepts new or changing conditions; Works effectively in a variety of situations; Works well under stressful conditions.

Has difficulty making adjustments to different conditions.

Sometimes has difficulty making adjustments to different conditions.

Accepts new or different conditions; adjusts quickly, cooperative.

Highly flexible; can be used effectively in different conditions.

Comments:

3. INITIATIVE: Recognizes opportunities to take action appropriately; Self-starter; Has new ideas and makes suggestions for positive change; Willing to take on new challenges.

Negative and/or not interested in job. Not a self-starter and never does more than the basic requirements of the job.

Occasionally lacks optimism and/or lacks interest in some job elements. Occasionally willing to take on a new challenge.

Consistently positive and shows high level interest in job. Sets goals and completes them.

Exceptionally positive; interest in job leads to exceptionally creative and innovative performance. Takes action without being told.

Comments:

4. ATTENDANCE/PUNCTUALITY: Regular attendance and consistently on time; provides sufficient notice for absences and being tardy.

Frequently absent or late. Not dependable.

Attendance, punctuality, and/or dependability could improve.

Displays good habits; on time and at work. Dependable.

Comments:

5. ORGANIZATION: Consistently meets deadlines; sets priorities; Delegates appropriately; Good utilization of time; Plans workload effectively.

Disorganization severely affects job function.
 Disorganization sometimes hampers job function.
 Keeps work organized; carries out duties effectively and efficiently
 Extremely organized; enhances job function.

Comments:

6. COMMUNICATION: Exchanges information appropriately; Tactful and considerate; Good listening skills; speaks and writes in a clear and understand manner; Effectively deals with problems with parents, students and others.

Use of inappropriate communication skills seriously affects job function. Does not communicate in a clear and understandable manner orally or in writing.
 Occasional use of inappropriate communication skills hamper job function. Does not consistently communicate in a clear and understandable manner orally or in writing.
 Consistently uses appropriate communication skills. Generally communicates in a clear and understandable manner both orally and in writing.
 Exceptional use of communication skills enhances job function. Communicates in a clear and understandable manner both orally and in writing.

Comments:

7. WORK PRODUCTION: Consistently accomplishes required amount of work.

Produces at unacceptable level of work.
 Produces below what can and should be done.
 Produces at expected level.
 Produces above level. Extremely high output.

Comments:

8. QUALITY OF WORK: Does thorough, accurate, neat and professional work; Produces high quality product; Has high standards and work ethic; Makes minimal errors.

Many errors and assignments not complete.
 Some errors and some assignments not complete.
 Work is thorough, accurate and complete.
 Work is exceptionally accurate and complete.

Comments:

9. SELF-IMPROVEMENT: Enhances job performance by participating in learning opportunities; Open to suggestions and makes changes as necessary; Self-reflects; Interested in work and in increasing knowledge and improving skills.

Very resistant to change and defensive when suggestions provided.
 Occasionally resistant to change and does not listen when suggestions for improvement are made.
 Strives for improvement on regular basis. Generally open to suggestions for improvement.
 Exceptional efforts at self-improvement. Seeks suggestions for improvement and discusses suggestions openly when they are made.

Comments:

10. WORK KNOWLEDGE AND SKILLS: Understands all aspects of the job; Possesses knowledge and skills necessary to perform job; Pays attention to details; Understands technical job processes; Uses correct spelling, punctuation and grammar.

- Lacks considerable understanding of the principles, concepts and requirements of the job.
- Lacks some understanding of the principles, concepts and requirements of the job.
- Generally understands the principles, concepts and requirements of the job.
- Thoroughly understands the principles, concepts and requirements of the job.

Comments:

11. CUSTOMER SERVICE SKILLS: Positive attitude in meeting the needs of customers; communicates with customers in an appropriate manner; Friendly and helpful; Handles sensitive issues appropriately; Uses appropriate problem-solving strategies.

- Frequently fails to make an effort to meet customer needs. Often does not treat customers with courtesy and respect.
- Occasionally does not practice appropriate customer service skills. Occasionally does not treat customers with courtesy and respect.
- Meets expectations of customers on regular basis. Usually treats customers with courtesy and respect.
- Actively seeks to understand and satisfy customer needs. Consistently treats customers with courtesy and respect.

Comments:

12. TEAMWORK: Works cooperatively with others; Uses tact and diplomacy; Develops good working relationships; Promotes good staff morale; Puts team needs above individual needs; Works positively in solving problems.

- Exhibits unwillingness to work effectively in a team setting.
- Sometimes has difficulty participating as a team member.
- Works cooperatively with all team members.
- Seeks opportunities to collaborate with others as well as working collaboratively with others.

Comments:

13. CONFORMANCE WITH STANDARDS: Adheres to Federal, State, District, building and department policies/regulations and standards; Adheres to safety practices.

- Fails to comply with policies and/or building standards.
- Sometimes has difficulty complying with policies and/or building standards.
- Consistently adheres to all policies and building standards.
- Promotes expectations and standards.

Comments:

OVERALL RATING: *Rate the employee on the overall annual performance by marking the appropriate rating.*

Unsatisfactory Needs Improvement Meets Expectations Above Expectations

Comments To Support Overall Rating *Attach plan for improvement if appropriate*

Overall Rating Definitions

The general evaluative criteria are not equally weighted; over-all ratings may be negatively impacted by performance that is below criteria in a single area if key aspects of work for the particular position are adversely affected.

Above Expectations: Performance exceeds the criteria or standards of performance for practically all aspects of the work. Employee performs even the difficult and complex parts of the job competently and thoroughly, including extra or unique tasks assigned. Results show achievements of extremely high value.

Meets Expectations: Performance meets the criteria or standards of performance of the job.

Needs Improvement: Performance meets the criteria or standards of performance for some aspects of the work. However, job objectives are often not met and are generally below expectations or are met with only a minimum level of acceptability. Performance improvement is indicated.

Unsatisfactory: Performance is below the criteria or standards of performance for key aspects of the work. Attainment of primary work objectives has not been met. Improvement is mandatory.

AREAS OF FOCUS / CONCERNS:

This section is to be completed when the evaluator has rated the employee "needs improvement" or "unsatisfactory" on the overall annual performance rating.

PERFORMANCE OBJECTIVES / GOALS:

This section may be completed at the beginning of the evaluation period for the coming school year or end of the evaluation period for the next school year depending on the preference of the evaluator for those employees who received a "meets expectations" or "exceeds expectations" on the overall annual performance rating. The status of work toward completion of Objectives/Goals should be addressed in the comments section of the Overall Rating section above.

NOTE: Additional information may be attached and must be dated and signed by both the evaluator and the employee.

The signature below does not necessarily imply that the employee agrees with the preceding report, but only that he or she has seen and discussed it with the evaluator and has been provided a copy. Employee may attach statement.

Employee Signature _____	Date _____
Evaluator Signature _____	Date _____
Evaluator Printed Name _____	
Employee statement attached: <input type="checkbox"/> Yes <input type="checkbox"/> No	