

PERFORMANCE EVALUATION

District Security Officers

Employee Name:	Job Title:
Department:	
Period of Review:	Evaluator:

Ratings – Ratings are to be entered by corresponding letter based on the following scale:

- | | | |
|----------|-------------------|--|
| M | Meets Standards | Meets or exceeds all aspects of indicated performance elements. |
| N | Needs Improvement | Employee does not meet requirements but demonstrates capability of improvement with additional training and/or supervision. Comments must justify rating. |
| U | Unacceptable | Employee does not demonstrate sufficient competence to fulfill job requirements despite additional supervision and assistance. Comments must justify rating. |

	PERFORMANCE ELEMENT	Rating
1 Job Knowledge / Technical Skills	Knowledge of duties, goals, and requirements of the position. Knowledge of principles and practices of the work; application of theory to practice. Command of technical or clerical skills and ability to operate the instruments, tools and equipment necessary for the job. Knowledge and use of safety rules and practices of the job.	
2 Planning and Organization	Ability to prioritize and organize work assignments to effectively utilize time and accomplish effective results; coordinates with related activities or work of others; anticipates problems and changes and plans to account for them.	
3 Problem Solving	Ability to recognize current and potential problems; gather and analyze relevant information; develop alternative solutions; resolve work barriers. Follows up on solutions to assure they work.	
4 Responsibilities / Initiative	Ability and willingness to take responsibility for own actions. Completes job without specific detailed instructions and takes action on tasks without having to be reminded. Makes judgments and decisions at level of job requirements. Originates plans, procedures; work methods to accomplish job responsibilities and/or unity goals.	

5 Public Relations- Customer Service	Ability to be welcoming, calming, helpful, courteous and trustworthy. Proceeds through duties in a positive way with staff, students and community to build trusting, fostering relationships of advocacy that represent the school and district in a positive manner. Is able to recognize and separate biases from all facets of security responsibilities.	
6 Reliability / Attendance	Follows proper procedures when absent, late or returning to work. Maintains acceptable attendance and demonstrates dependability. Punctual and follows established beginning and ending times of work. Includes lunch and breaks.	

NARRATIVE

Write justifications for rating other than “M”, and comments regarding overall performance. (Refer to the performance element by number in writing the justification.)

PERFORMANCE GOALS

This section is to identify actions for correcting any performance deficiencies, and to establish performance goals for the next review period. It is to developed by the supervisor and employee jointly.

Rater _____ Date _____

I AGREE DO NOT AGREE WITH THIS EVALUATION

Employee _____ Date _____

NOTE: The employee signature indicates receipt of the evaluation, and not agreement with its contents. The employee may submit factual comments in the space provided or on a separate sheet to refute a supervisor's rating(s).