

School Year _____ - _____

CLASSIFIED SUPPORT STAFF PERFORMANCE APPRAISAL INSTRUMENT

INSTRUCTIONS:

1. The evaluator is to rate the employee on a four-point scale as indicated below.
2. The evaluator is encouraged to add pertinent comments at the end of each major function.
3. The employee is provided an opportunity to react to the evaluator's ratings & comments.
4. The evaluator & the employee must discuss the results of the appraisal & any recommended action pertinent to it.
5. The employee & the evaluator must sign the instrument in the assigned spaces.
6. The instrument must be filed in the employee's personnel folder.

Employee Name:

Above Standard	At Standard	Below Standard	Unsatisfactory

School or Base –Assignment:

MAJOR FUNCTION: POSITION KNOWLEDGE

Consider the position-related “know-how,” skills, & general knowledge or related position. Includes technical, procedural, & regulatory knowledge.

- .1 Demonstrates thorough understanding of all aspects of the position; requires little help or supervision.

Comments:

Above Standard	At Standard	Below Standard	Unsatisfactory

MAJOR FUNCTION: QUALITY OF WORK

Consider general quality of work, accuracy of detail, & neatness in accomplishments of tasks.

- .1 Consistently accurate & thorough

Comments: _____

Above Standard	At Standard	Below Standard	Unsatisfactory

MAJOR FUNCTION: PRODUCTIVITY

This factor appraises the employee's output of work. Consider the amount of work completed in relation to workload, available time, pressure of the position, & ability to produce.

- .1 High Production. Makes good use of time.
- .2 Willingness to accept additional work as the need arises.

Comments: _____

Above Standard	At Standard	Below Standard	Unsatisfactory

MAJOR FUNCTION: PLANNING & ORGANIZATION

This factor appraises the employee's making appropriate use of time, completing important tasks first, meeting schedules in a timely manner, & accomplishing workloads in order or established priorities.

- .1 Systematic planning – meets due dates – completes important tasks first.
- .2 Demonstrates ability to set priorities.

Comments: _____

Above Standard	At Standard	Below Standard	Unsatisfactory

MAJOR FUNCTION: INITIATIVE

This factor appraises ability & readiness to act on own responsibility without being told.

- .1 See problems, chooses & implements solutions, acts voluntarily, is not hesitant, seldom must be told or shown
- .2 Has good ideas that are practical, finds better ways of doing things, is self-reliant

Comments: _____

Above Standard	At Standard	Below Standard	Unsatisfactory

MAJOR FUNCTION: DEPENDABILITY & RELIABILITY

This factor measures degree of completeness & clarity of assigned task.

- .1 Deserves confidence, adheres to & supports policies & procedures. Meets established deadlines.
- .2 Can be counted on, works well independently, consistently cooperative.
- .3 Seeks information when needed before acting.

Comments: _____

Above Standard	At Standard	Below Standard	Unsatisfactory

MAJOR FUNCTION: INTERACTIONS

This factor measures degree of completeness & clarity of assigned task.

- .1 Employee consistently works well with others, makes an honest effort to be cooperative, follow instructions, and assist others as needed.
- .2 Exercises tact and use of appropriate verbal communication skills with others.
- .3 Accepts and responds in an appropriate manner to constructive feedback.
- .4 Willingly interacts in a positive manner with co-workers and others on a consistent basis (i.e., is polite).

Comments: _____

Above Standard	At Standard	Below Standard	Unsatisfactory

MAJOR FUNCTION: CONFIDENTIALITY/SECURITY

Extent to which the employee observes confidentiality & security practices as required.

- .1 Exhibits an awareness & appreciation of the rules & complies.
- .2 Understands & complies with the importance of confidentiality.

Comments: _____

Above Standard	At Standard	Below Standard	Unsatisfactory

MAJOR FUNCTION: PUNCTUALITY/ATTENDANCE

This factor appraises attendance & adherence to scheduled office hours, lunch periods, rest breaks, & similar schedules.

Comments: _____

Evaluator's Summary Comments: _____

Employee's Reactions to Evaluation: _____

Evaluator's Signature & Date

Employee's Signature & Date
Signature indicates that the written evaluation has been seen & discussed.