



APPRAISAL INSTRUMENT FOR PROFESSIONAL STAFF

Name _____ Appraisal Year _____

Position _____ Campus _____

Instructions and Directions: The appraisal instrument is divided into Part I (General responsibilities and expectations) and Part II (Major responsibilities and duties of the job description). The appraiser will rate all performance indicators in Part I and Part II based on the following scale:

Rating Scale for individual tasks/items:

- | | |
|----------------------------------|--|
| 5 – Outstanding: | Performance is consistently above standards and free of errors |
| 4 – Exceeds Expectations: | Performance is frequently above standards |
| 3 – Meets Expectations: | Performance is within standards and presents no significant problems |
| 2 – Below Expectations: | Performance is frequently below standards. |
| 1 – Unsatisfactory: | Performance is consistently below standards and needs to be addressed urgently |

Part I - Appraisal Scoring Sheet for Professional Staff

Instructions:

In the spaces provided below, rate each general responsibility and expectation indicator by placing the number from the rating scale which best describes the employee's performance in each area.

	Indicators of general responsibilities & expectations	Appraisal Rating (1 - 5)	Appraiser Comments
1.	Has a positive attitude and presents a positive role model for students and the community that supports the mission of the school district. Maintains positive school and community relations.		
2.	Is cooperative and works effectively with others.		
3.	Reports to work on time and is reliable for regular and overtime work as needed. Is absent only with good cause.		
4.	Exhibits good judgment in decision making and problem solving.		
5.	Shows initiative in recognizing needs of job and suggests ways to improve efficiency and productivity.		
6.	Complies with policies and procedures.		
7.	Accepts supervision and responds positively to suggestions and/or directives.		
8.	Provides leadership and participates actively in professional growth and development. Disseminates ideas and information to other professionals, and uses evaluative information for improvement of performance.		
9.	Demonstrates fiscal responsibility and understands the budget process.		
10.	Exhibits poise, self control, and uses common sense. Shows enthusiasm for work.		

Total all points in the "appraisal rating" column from Part I and transfer to the bottom of Part II scoring sheet.

Total Part I _____

Part II - Appraisal Scoring Sheet

(Major responsibilities and duties of the job description)

Instructions:

In the spaces provided below, rate each major responsibility and duty indicator on the job description by placing the number from the rating scale which best describes the employee's performance. (The number of major responsibilities and duty indicators will vary with job description.) **Attach the job description used in this appraisal.**

Indicators of major responsibilities & duties from job description	Appraisal Rating (1 - 5)	Appraiser Comments
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		
11.		
12.		
13.		
14.		
15.		
16.		
17.		
18.		
19.		
20.		
21.		
22.		
23.		
24.		
Indicators of major responsibilities & duties from job description	Appraisal Rating (1 - 5)	Appraiser Comments

25.		
26.		
27.		
28.		
29.		
30.		
31.		
32.		
33.		
34.		
35.		
36.		
37.		
38.		
39.		
40.		
41.		
42.		
43.		
44.		
45.		
46.		
47.		
48.		
49.		
50.		

Total of all points in "appraisal rating" column from Part I _____

Total of all points in "appraisal rating" column from Part II _____

TOTAL PART I & II _____

(Transfer total to appraisal summary sheet)



APPRAISAL SUMMARY SHEET FOR

(Name of Employee)

Position _____

Campus/Division/Dept. _____

Summary Performance Rating:

Total score for Part I _____

Total points from Part II _____

Total score for Part I & Part II _____

Directions:

To determine the overall rating, divide the total points scored for all performance indicators on both Part I and II by the number of performance indicators listed on the job description plus the ten general responsibilities and expectations performance indicators from Part I.

Total points scored in Part I & II = ()

Number indicators on job description plus the 10 general responsibilities and expectation performance indicators = ()

Overall Summary Performance Rating _____

- Exceeding Expectations (4.0 - 5.0)
- Meets Expectations (3.0 - 3.9)
- Below Expectations (1.0 - 2.9)

Summary comments by the Appraiser:

Comments by Staff:

Goals:

Appraiser Signature Title Date

I acknowledge that this appraisal has been discussed with me, and I have received a copy of the appraisal:

Employee Signature Date



TEXARKANA
Independent School District

Job Description Review Form

Note: This form must be completed and returned with appraisal to the Human Resources Office.

Principal/Supervisor_____

Campus/Department_____

Position/Job Reviewed_____

Date_____

___ Job description reviewed and no changes are recommended.

___ Job description reviewed and changes noted on attached job description
(make all changes in red)

****Remember to attach job description****