



APPRAISAL INSTRUMENT FOR AUXILIARY 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

Auxiliary 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.	Accuracy: In duty performance. Ranges from requiring minimal supervision and being almost always accurate to that of needing close supervision due to frequent unreliable performance.		
2.	Alertness: In grasping instructions and solving problems. Ranges from being exceptionally alert and creative in problem solving to that of being slow to understand and seldom having new ideas.		
3.	Disposition: In attentiveness and friendliness toward co-workers and everyone else you come in contact with in your job. Ranges from being extremely agreeable and polite to being discourteous and antagonistic.		
4.	Physical Fitness: In the ability to work steadily in all conditions without tiring excessively. Ranges from being able to adapt one's body to heavier work loads and extreme weather to being weak and easily put off by physical challenges.		
5.	Personal appearance: The ability to exhibit pride in one's work and person by maintaining a neat appearance. Ranges from being extremely well squared away, to that of being very disordered and slovenly.		
6.	Attendance: In coming to work daily and conforming to a regular work schedule. Ranges from being regular and on time to being frequently late or absent without good cause.		
7.	Job Knowledge: Information acquired about job specifics and standards. Ranges from complete mastery of various phases of job and desiring to acquire new knowledge to that of allowing oneself to remain uninformed of current methods and having no interest in learning.		
8.	Enthusiasm: In the desire to fulfill job responsibilities. Ranges from exhibiting eagerness toward accomplishing one's duties to that of disinterest in the job itself.		
9.	Quality of Work: In the grade of work accomplished. Ranges from delivering an excellent finished product through frequent self-inspection to that of continually producing inferior work with no regard to needing to improve. Quantity of Work: In the amount of work done daily. Ranges from accomplishing an exceptional quantity of work to that of not pulling one's own weight and chronically underachieving.		
10.	Safety and Security: Shows initiative in recognizing needs of job and suggests ways to improve efficiency and productivity. Exhibits and demonstrates good safety and security measures.		

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)



TEXARKANA
Independent School District

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****