



Craven County Schools
Performance Excellence Signature Sheet for Operational Support Services

Employee Position Site School Year

Fall
Employee's Signature: Date:

Evaluator's Signature: Date:

(Please initial for each document reviewed and received)

- Reviewed & Copy Received Signature Sheet
Reviewed & Copy Received General Indicators
Reviewed & Copy Received Individual Growth Plan
Reviewed & Copy Received Employee and Supervisor's Comments

Mid-Year
Employee's Signature: Date:

Evaluator's Signature: Date:

(Please initial for each document reviewed and received)

- Reviewed & Copy Received Signature Sheet
Reviewed & Copy Received General Indicators
Reviewed & Copy Received Individual Growth Plan
Reviewed & Copy Received Employee and Supervisor's Comments

Summative
Employee's Signature: Date:

Evaluator's Signature: Date:

(Please initial for each document reviewed and received)

- Reviewed & Copy Received Signature Sheet
Reviewed & Copy Received General Indicators
Reviewed & Copy Received Individual Growth Plan
Reviewed & Copy Received Employee and Supervisor's Comments

\*\* Did employee meet performance goal(s)? [ ] Yes [ ] No [ ] Goal(s) to be continued

Name: \_\_\_\_\_

Site: \_\_\_\_\_

Year: \_\_\_\_\_

GENERAL INDICATORS FOR OPERATIONAL SUPPORT SERVICES EMPLOYEES		FALL				MID-YEAR				SUMMATIVE			
		U	N	S	E	U	N	S	E	U	N	S	E
1.	<i>Attends work daily and conforms to established work schedule.</i>												
2.	<i>Gives 24 hour notice of non-emergency absences and comp. time use.</i>												
3.	<i>Reports to work on time and begins work promptly.</i>												
4.	<i>Has a clean, organized work area and shares in department cleaning.</i>												
5.	<i>Is consistent in following safety procedures.</i>												
6.	<i>Takes proper care and use of equipment.</i>												
7.	<i>Accurate in troubleshooting mechanical/service problems.</i>												
8.	<i>Is knowledgeable about job and shows attention to detail and accuracy.</i>												
9.	<i>Demonstrates evidence of professional growth.</i>												
10.	<i>Is efficient in the use of resources/parts.</i>												
11.	<i>Reports are accurate, complete and on time.</i>												
12.	<i>Attendance sheets and timesheets are prompt and accurate.</i>												
13.	<i>Records a clear description of work performed.</i>												
14.	<i>Prioritizes work to meet guidelines.</i>												
15.	<i>Uses time efficiently with high time on direct labor tasks.</i>												
16.	<i>Strives for continuous improvement through PDSA.</i>												
17.	<i>Demonstrates initiative in work habits and meets productivity.</i>												
18.	<i>Limits personal business during work time.</i>												
19.	<i>Completes job tasks and meets standards with minimal supervision.</i>												
20.	<i>Willing to carry out directions and achieve department work goals.</i>												
21.	<i>Pursues repair problems with a sense of urgency.</i>												
22.	<i>Tasks are performed thoroughly and work is accurate and complete.</i>												
23.	<i>Has the ability to take constructive suggestions.</i>												
24.	<i>Accepts responsibility for performance.</i>												
25.	<i>Conveys pride in job performance.</i>												
26.	<i>Promotes teamwork and motivates others in accomplishing tasks.</i>												
27.	<i>Shares work load and accepts responsibility.</i>												
28.	<i>Works well with others and promotes respect of all department staff.</i>												
29.	<i>Conforms to established dress code and has a neat appearance.</i>												
30.	<i>Responds to after hours emergency alarm calls.</i>												
* U = UNSATISFACTORY   N = NEEDS IMPROVEMENT   S = SATISFACTORY   E = EXCELLENT													

INDIVIDUAL GROWTH PLAN FOR OPERATIONAL SUPPORT SERVICES

Name: \_\_\_\_\_

Site: \_\_\_\_\_

Year: \_\_\_\_\_

**EMPLOYEE IMPROVEMENT GOALS**

**Goal 1– Required: Identify a goal for improvement based on an analysis of your General Indicators results.**

**Goal 2- Optional: Identify a goal for improvement based on an analysis of your General Indicators results.**

**Write a brief summary of progress made towards accomplishing your goal(s).**

