

**FORT MILL SCHOOL DISTRICT
CLASSIFIED EMPLOYEE PERFORMANCE REVIEW**

Employee Name:

School Year:

Position:

School/District Office Department:

KEY: 4 = Exceeds Expectations 3 = Meets Expectations 2 = Needs Improvement 1 = Unsatisfactory

General Requirements:	Rating
<p>1. QUALITY OF WORK/JOB KNOWLEDGE: Consider accuracy, thoroughness, and ability to perform the required functions of the position. Employee understands all phases of the position and related matters that are required for successful job performance. Contributes and supports the educational environment by understanding routines and procedures of the classroom/school/department, including supervision as appropriate for position. Supervisor Comments:</p>	
<p>2. QUANTITY OF WORK/PRODUCTIVITY: Consider the amount of work produced and promptness based on specific job requirements. Employee is efficient and productive with performing tasks. Supervisor Comments:</p>	
<p>3. COLLABORATION & TEAMWORK: Consider the employees ability to maintain relationships with co-workers, administration and other education partners that are characterized by cooperation, teamwork and mutual respect and support in an effort to complete tasks and solve problems when appropriate. Works effectively with all staff and interacts with the public in a positive and professional manner. Supervisor Comments:</p>	
<p>4. CONFIDENTIALITY: The employee maintains the integrity of confidential information in relationship to a student, family, colleague, or coworker. The employee uses or relays personal information only in the course of performing assigned responsibilities and in the best interest of the individuals involved. Supervisor Comments:</p>	

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<p>5. COMMUNICATION & INTERPERSONAL SKILLS: Communicates in a courteous, tactful and constructive manner, while building effective relationships. Active listener and respectful to others. Follows proper channels of communication. Supervisor Comments:</p>	
<p>6. ATTENDANCE & PUNCTUALITY: Consider the employees regular attendance at work, work activities and breaks. Is punctual in attending meetings, following schedules and responding to communications in a timely manner. Demonstrates conscientious and judicious use and scheduling of available leave. Supervisor Comments:</p>	
<p>7. ADAPTABILITY: Complies with routine systems, procedures and expectations established by supervisors, school and district. Demonstrates flexibility and adaptability to changes. Supervisor Comments:</p>	
<p>8. PROFESSIONAL STAFF CONDUCT: Demonstrates knowledge and compliance with district professional staff conduct policies, procedures, rules, agreements, and procedures. Shows a commitment to supporting and engaging in the District's goals, mission and values. Treats all persons with respect and civility, values diversity and resolves conflicts professionally. Supervisor Comments:</p>	
<p>9. INITIATIVE & DEPENDABILITY: Consider the manner in which the employee accepts and willingly carries out assigned tasks. Voluntarily assumes responsibility for carrying out new or unassigned tasks and projects; while working within scope of responsibility. Consider amount of direct supervision that is required and employee's sense of responsibility. Supervisor Comments:</p>	

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10. JUDGEMENT: Consider judgment used in making day to day decisions. Does the employee demonstrate the ability to think and act logically and appropriately? Supervisor Comments:	
11. APPEARANCE: Employee adheres to district and/or department dress code, in addition to other state regulations pertaining to employee's position. Consider employee's personal hygiene, grooming, neatness and appropriateness of dress for the job. Supervisor Comments:	
12. INTEGRITY & ATTITUDE: Consider the employee's manner of thinking or feeling as it relates to the job. Does the employee have a positive attitude toward his/her work and the working environment? Responds affirmatively to constructive criticism and suggestions. Employee takes responsibility for actions, behaviors, performance and decisions. Supervisor Comments:	
13. EFFECTIVENESS: Consider the employee's ability to withstand pressure and remain calm in crisis situations. Does added pressure cause few or no major errors in work performance? Supervisor Comments:	
14. SAFETY AND SECURITY: Does employee follow safety and security policies (technology, social media, classroom, building, equipment, etc.)? Supervisor Comments:	
OVERALL RATING Supervisor Comments:	

Employee Signature:

Date:

Supervisor's Signature:

Date:

PLEASE RETURN SIGNED AND COMPLETED FORM TO KRISTEN ROMANSKI IN HUMAN RESOURCES BEFORE MAY 15TH