SANTA MARIA INDEPENDENT SCHOOL DISTRICT
OFFICE AND TECHNICAL APPRAISAL

Name_____ **Evaluation period**_____

Position_____ **Department/campus**_____

Evaluator_____ **Title**_____

Rating scale:	**E**	Exceeds expectations	Performance exceeds expectations
	P	Proficient	Performance meets expectations
	I	Needs improvement	Performance does not meet expectations
	N/A	Not applicable	Performance is not expected

Directions: Use the above descriptors to rate each skill. Determine the overall job performance by reviewing all ratings.

General skills				
1. Works cooperatively with others	E	P	I	N/A
2. Participates in meetings, training, and special events	E	P	I	N/A
3. Follows oral and written instructions from supervisor	E	P	I	N/A
4. Follows district policies and procedures	E	P	I	N/A
5. Provides safety and security for self and others	E	P	I	N/A
6. Completes assignments on time and accurately	E	P	I	N/A
7. Follows attendance and punctuality rules	E	P	I	N/A
8. Demonstrates appropriate job knowledge	E	P	I	N/A
9. Maintains neat and orderly work area	E	P	I	N/A
10. Uses, maintains, and stores work material properly	E	P	I	N/A

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11. Identifies and responds to problems effectively	E	P	I	N/A
12. Communicates effectively	E	P	I	N/A
Specialized skills				
1. Uses appropiate software programs	E	P	I	N/A
2. Compiles information or data and produces appropriate reports	E	P	I	N/A
3. Maintains confidentiality of information	E	P	I	N/A
4. Maintains data and physical files	E	P	I	N/A
5. Orders and maintains inventory	E	P	I	N/A
6.	E	P	I	N/A
7.	E	P	I	N/A

Performance goals

General comments

Overall performance rating (check one)

❑ **Exceeds expectations** ❑ **Proficient** ❑ **Needs improvement**

This evaluation has been discussed with me by my supervisor. I have read and received a copy of it.

Employee signature Date

Evaluator signature Date

Reviewer signature Date

It is the policy of Santa Maria ISD not to discriminate on the basis of race, color, national origin, sex or handicap in its vocational programs, services or activities as required by Title VI of the Civil Rights Act of 1964, as amended; Title IX of the Education Amendments of 1972; and Section 504 of the Rehabilitation Act of 1973, as amended.

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