



PPS Performance Evaluation – Support Personnel

EMPLOYEE INFORMATION		
Employee Name:	Position:	School Site:
Supervisor Name:	Supervisor Email:	Date of Evaluation Meeting:

Evaluation

Below Standard Standard Above Standard Exceptional

Quality of Work

Caliber of work produced compared with performance standards

Productivity

Quality of work produced effectively meets unit and district objectives

Job knowledge

Skills needed for acceptable performance

Supervision Required

Effectiveness in working with normal amount of supervision

Communications

Effectiveness in listening, speaking, and writing

Meeting Objectives

Effectiveness in setting priorities and attaining job-related goals

Working with others

Relationships with subordinates, associates, and supervisors

Initiative

Seeks self-improvement

Overall Performance Appraisal

LOWEST PERFORMANCE LEVEL 1 2 3 4 5 HIGHEST PERFORMANCE LEVEL

Employee Strengths:
Suggestions for Growth:
Other Comments/Recommendations:

Employee Signature & Date

Supervisor Signature & Date