

SVAPA Performance Evaluation

Name _____

Date _____

Position _____

School _____

Evaluator Name _____

Annual Eval

New Employee 60 Day

LEGEND:

1 = Unsatisfactory: Does not meet job requirements

2 = Basic: Developing proficiency

3 = Proficient: Applying Skills and knowledge

4 = Distinguished: Consistently exceeds job requirements

Directions for Evaluator: Mark one box in each area that summarizes your current evaluation. Marks of unsatisfactory and distinguished require comments.

| 1. Job Knowledge and Technical Skill | 1 | 2 | 3 | 4 |
|---|----------|----------|----------|----------|
| (1a) Demonstrates informed working knowledge. (1b) Demonstrating the ability to perform multiple tasks as required for the position. (1c) Demonstrating expected technical skills to complete task efficiently and effectively. | | | | |
| Comments: | | | | |

| 2. Communication | 1 | 2 | 3 | 4 |
|---|----------|----------|----------|----------|
| (2a) Demonstrates consistent understanding and interpretation of information. (2b) Demonstrating clear and timely responses to or follow-up with staff, departments, and buildings. (2c) Demonstrates professional communication with the public. | | | | |
| Comments: | | | | |

| 3. Collaboration/Teamwork | 1 | 2 | 3 | 4 |
|---|---|---|---|---|
| | | | | |
| (3a) Demonstrating cooperation skills and makes contributions to the team. (3b) Demonstrating an ability to establish and maintain constructive working relationships. | | | | |
| Comments: | | | | |

| 4. Adaptability/Commitment to Quality | 1 | 2 | 3 | 4 |
|---|---|---|---|---|
| | | | | |
| (4a) Demonstrating ongoing adaptability to changes in staff, building, or District systems. (4b) Demonstrating positive response to supervision, direction, and feedback. (4c) Demonstrating ability to problem solve which results in effective solutions. | | | | |
| Comments: | | | | |

| 5. Dependability/Attendance and Safety | 1 | 2 | 3 | 4 |
|---|---|---|---|---|
| | | | | |
| (5a) Demonstrates thoroughness, accuracy, and neatness in work produced. (5b) Demonstrates the ability to manage time and prioritizes projects and tasks. (5c) Demonstrates effective systems to maintain accurate records and documents. (5d) Demonstrates punctuality and acceptable attendance. (5e) Implements appropriate safety practices and helps ensure safety of self and others. | | | | |
| Comments: | | | | |

| | | | |
|---|------------------------------------|---|--|
| Overall Rating | | | |
| <input type="checkbox"/> Unsatisfactory (1) | <input type="checkbox"/> Basic (2) | <input type="checkbox"/> Proficient (3) | <input type="checkbox"/> Distinguished (4) |

Signatures of both supervisor and employee are required. The signature below does not necessarily imply that the employee agrees with the preceding report, only that he or she has seen and discussed it with the evaluator and has been provided a copy. Employee may attach a statement.

Employee _____ Date _____

Evaluator _____ Date _____

Employee statement attached: _____ Yes _____ No

Growth Model Performance Rubric: Classified

| 1. Job Knowledge and Technical Skill | | | | |
|---|--|---|--|--|
| | Unsatisfactory | Basic | Proficient | Distinguished |
| 1a: Demonstrates informed working knowledge. | Demonstrates limited knowledge of work. | Demonstrates adequate knowledge of work to complete necessary tasks. | Is well informed. Demonstrates overall working knowledge and technical skill to complete tasks. | Demonstrates exceptional knowledge and skills, keeps current, seeks opportunity for growth. |
| 1b: Demonstrating the ability to perform multiple tasks as required for the position. | Demonstrates little or no ability to perform multiple tasks. Task is completed with frequent errors. | Demonstrates limited and/or inconsistent ability to multitask. Tasks are completed with occasional errors. | Demonstrates consistent ability to multi-task with accuracy. | Demonstrates thorough ability to multi-task, including identifying when to seek help or delegate. |
| 1c: Demonstrating expected technical skills to complete tasks efficiently and effectively. | Demonstrates little to no technical knowledge or skills required to perform the responsibilities of the job. | Demonstrates limited and/or inconsistent technical knowledge or skills required to perform the responsibilities of the job. | Demonstrates adequate and/or consistent technical knowledge or skills required to perform the responsibilities of the job. | Demonstrates advanced technical knowledge or skills that exceed that which is required to perform the responsibilities of the job. |

| 2. Communication | | | | |
|---|---|---|---|---|
| | Unsatisfactory | Basic | Proficient | Distinguished |
| 2a: Demonstrates consistent understanding and interpretation of information. | Receives, understands, or interprets information incorrectly; lacks willingness or ability to express self appropriately. | Seldom understands and interprets information correctly, something presents self in unorganized manner. | Consistently understands and interprets information correctly, presents self in clear and organized manner. | Exceptional communication and interpersonal skills. |
| 2b: Demonstrating clear and timely responses to or follow-up with staff, departments, and buildings. | Does not respond in a clear and/or timely manner. | Inconsistently responds with clarity and/or timeliness. | Consistently responds in a clear and timely manner. | Meets proficient criterion and demonstrates the ability to adapt responses effectively when faced with a variety of requests in a short period of time. |

| | | | | |
|--|--|--|--|--|
| 2c: Demonstrating professional communication with the public. | Uses inappropriate tone, volume, subject matter, or nonverbal communications | Demonstrates limited or inconsistent professional communications as evidenced by appropriate tone, volume, subject matter, or non-verbal communications. | Demonstrates consistent professional communication with all stakeholders as evidenced by appropriate tone, volume, subject matter, or non-verbal communications. | Meets proficient criterion and also demonstrates consistent communication skills, which fosters a positive influence on the department/building. |
|--|--|--|--|--|

| 3. Collaboration/Teamwork | | | | |
|--|---|--|---|--|
| | Unsatisfactory | Basic | Proficient | Distinguished |
| 3a: Demonstrates cooperation skills and makes contributions to the team. | Frequently causes unrest or friction with others. | Cooperates reluctantly. | Cooperates consistently and gets along with others and makes contributions to the team. | Demonstrates leadership skills in the success of team efforts. |
| 3b: Demonstrating an ability to establish and maintain constructive working relationship. | Does not establish and maintain constructive working relationships with stakeholders i.e. staff, volunteers, community members. | Demonstrates limited and/or inconsistent ability to establish and maintain constructive working relationships with stakeholders i.e. staff, volunteers, community members. | Demonstrates consistent ability to establish and maintain constructive working relationships with stakeholders i.e. staff, volunteers, community members and contributes to a positive building/department culture. | Meets proficient criterion and proactively deescalates contentious interactions with stakeholders i.e. staff, volunteers, community members. |

| 4. Adaptability/Commitment to Quality | | | | |
|--|--|---|---|---|
| | Unsatisfactory | Basic | Proficient | Distinguished |
| 4a: Demonstrating ongoing adaptability to changes in staff, building or District systems. | Demonstrates limited and/or inconsistent adaptability to change in staff, or building or District systems. | Demonstrates consistent adaptability to change in staff, building or District systems with minimal disruption to service. | Meets basic criterion and can train or inform others in or about the building or District system changes. | Meets proficient criterion and can provide constructive input on systems. |
| 4b: Demonstrating positive response to supervision, direction, and feedback. | Does not demonstrate positive responses to supervision, direction, and or feedback. | Demonstrates limited and/or inconsistent positive response to supervision, direction, and or feedback. | Demonstrates consistent positive response to supervision, direction and or feedback. | meets proficient criterion and regularly seeks feedback. |

| | | | | |
|---|---|--|---|--|
| 4c: Demonstrating ability to problem solve which results in effective solutions. | Does not problem solve and/or solutions result in ineffective outcomes. | Demonstrates limited and/or inconsistent problem-solving skills and/or use of skills result in partially effective outcomes. | Demonstrates consistent problem-solving skills that result in effective outcomes. | Meets proficient criterion and anticipates problems, provides feedback or input, or takes action which results in positive outcomes. |
|---|---|--|---|--|

| 5. Dependability/Attendance and Safety | | | | |
|--|---|---|---|---|
| | Unsatisfactory | Basic | Proficient | Distinguished |
| 5a: Demonstrates thoroughness, accuracy, and neatness in work produced. | Demonstrates little or no thoroughness, accuracy, or neatness in work produced. | Demonstrates limited and/or inconsistent thoroughness, accuracy, or neatness in work produced and takes action upon reflection. | Demonstrates adequate and/or consistent thoroughness, accuracy, or neatness in work produced and takes corrective action. | Meets proficient criterion and is pro-active in anticipating potential errors or inefficiencies, and can speak to specific input for future action. |
| 5b: Demonstrates the ability to manage time and prioritizes projects and tasks. | Demonstrates little or no ability to manage time and prioritize projects and tasks. | Demonstrates limited and/or inconsistent ability to manage time and prioritize projects and tasks. | Demonstrates consistent ability to manage time and prioritizes projects and tasks within established timelines. | Meets proficient criterion and independently anticipates upcoming projects that might impact the current work flow and tasks and completes them with minimal disruption to timely services. |
| 5c: Demonstrates effective systems to maintain accurate records and documents. | Does not demonstrate effective systems to maintain accurate records and documents. | Demonstrates limited and/or inconsistent systems to maintain accurate records and documents. | Consistently uses effective systems to maintain accurate records and documents. | Meets proficient criterion and evaluates current systems to recommend improvements. |
| 5d: Demonstrates punctuality and acceptable attendance. | Chronically late or absent. | Frequently late or absent. | Acceptable punctuality and attendance. | Models exceptional punctuality and attendance. |
| 5e: Implements appropriate safety practices and helps ensure safety of self and others. | Creates unsafe working conditions for self and others. | Occasionally is careless of safety of self and others. | Practices acceptable safety habits. | Implements exceptional safety practices, helps ensure safety of self and others. |