

Horry County Schools

Instructions for completing Support Staff Evaluation

1. Complete all demographic fields of the evaluation with the requested information.
2. The support evaluation is divided into eight sections, each section containing two or more subsections. Carefully review the employee and their work, and then place a check in the box of the performance grade for each subsection. The evaluator should use the following for their scale:

M– Meets Expectations - This rating will be assigned to employees who have met most or all performance expectations for the position as defined in the job description. This rating will be indicative of solid performance sufficient to maintain employment. Employees who receive this rating should be proud of their performance.

NI –Needs Improvement- This rating will be assigned to employees who have not met many of the performance expectations for the position as defined in the job description. This rating will be indicative of poor performance that can put the employee’s continued employment with the district at risk. Employees who receive this rating will be provided with a time-defined Performance Improvement Plan that will include clear steps and performance targets the employee must achieve in order to continue employment.

Specific comments must be written indicating the area(s) that **need improvement**.

Make sure that documentation is available to support these comments.

3. The evaluator should enter **specific comments** in each section where the employee is **exceeding the standards**. To achieve exceeding expectations, it requires an employee to have clearly and demonstrably exceeded expectations for the position as defined in the job description. This rating is reserved for truly exceptional performance and will not be ‘graded on the curve’. Most employees should not expect to receive this rating, but all should strive for it
4. Once all eight sections have been completed, the evaluator should provide an overall rating of the employee by placing a check next to Met or Needs Improvement in the Overall Performance section.
5. When complete, the evaluator and/or supervisor should meet with the employee to review the position’s **job description** and to share the evaluation results. Discussion of the employee’s performance should be discussed and an action plan created for any needs improvement areas.
6. Both the employee and the evaluator should sign and date the evaluation and return it to Human Resources to be maintained in the employee’s file.