

**MONROE-GREGG SCHOOL DISTRICT  
CLASSIFIED PERFORMANCE REVIEW**



EMPLOYEE INFORMATION			
EMPLOYEE NAME		DATE OF REVIEW	
POSITION		REVIEWER NAME	
DEPARTMENT		HIRE DATE	

PERFORMANCE RATINGS				
METRICS	DOES NOT MEET EXPECTATIONS	MEETS EXPECTATIONS	EXCEEDS EXPECTATIONS	NOTES
<p><b><u>Effectiveness</u></b> Consistently fulfills all duties as assigned per the role description.</p>				
<p><b><u>Communication</u></b> Able to communicate clearly and concisely in written and oral form. Listens to understand and responds appropriately.</p>				
<p><b><u>Dependability</u></b> Manages time and workload appropriately. Adheres to attendance policies related to punctuality and absences.</p>				
<p><b><u>Teamwork</u></b> Collaborates cohesively &amp; works well with others taking into consideration cooperation and conflict resolution.</p>				
<p><b><u>Engagement</u></b> Demonstrates a commitment to M-GSD by supporting the mission to include factors such as participation, enthusiasm, &amp; a willingness to get things done.</p>				

**OVERALL PERFORMANCE RATING:**

**DETAIL EMPLOYEE'S GREATEST STRENGTHS**

**DETAIL AREAS REQUIRING IMPROVEMENT OR DEVELOPMENT**

EMPLOYEE COMMENTS	REVIEWER COMMENTS
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EMPLOYEE SIGNATURE		REVIEWER SIGNATURE		HR COORDINATOR SIGNATURE	
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