

**SOUTH SAN ANTONIO INDEPENDENT SCHOOL DISTRICT  
5622 RAY ELLISON BOULEVARD  
SAN ANTONIO, TEXAS 78242**

**OFFICE AND TECHNICAL STAFF PERFORMANCE APPRAISAL**

Name \_\_\_\_\_ Evaluation period \_\_\_\_\_

Position \_\_\_\_\_ Department/campus \_\_\_\_\_

Evaluator \_\_\_\_\_ Title \_\_\_\_\_

**Rating Scale:**

<b>E</b>	Exceeds Expectations	Performance exceeds expectations
<b>P</b>	Proficient	Performance meets expectations
<b>I</b>	Needs Improvement	Performance does not meet expectations
<b>N/A</b>	Not applicable	Performance is not expected

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

<b>GENERAL SKILLS</b>				
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
11. Identifies and responds to problems effectively	E	P	I	N/A
12. Communicates effectively	E	P	I	N/A

<sup>1</sup> Revised May 2012

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<b>SPECIALIZED SKILLS</b>				
1. Uses appropriate 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
<b>Performance goals</b>				
<b>General comments</b>				
<b>Overall performance rating (check one)</b>  <input type="radio"/> Exceeds expectations <input type="radio"/> Proficient <input type="radio"/> Needs improvement				
My supervisor has discussed this evaluation with me. I have read and received a copy of it.				
_____ Employee signature	_____ Date	_____ Evaluator signature	_____ Date	
_____ Reviewer signature			_____ Date	