THE SCHOOL DISTRICT OF UNIVERSITY CITY
Transform the Life of Every Student Every Day!

Evaluation of Educational Support Staff, Food Service and Custodial/Maintenance Employees

The purpose of this document is for:	Evaluation Time Period:
☐ Self-performance evaluation as employee	From:
☐ Performance evaluation of employee	To:

Evaluated Employee	Evaluation Date: _____
Name	
Job Title	
School Building	
Department	

Evaluator's Name_____**Job Title**_____

Evaluator Instructions: Select a number on the rating scale which represents your assessment of the employee for each characteristic listed. Provide a narrative explanation of your assessment for each characteristic when applicable.

RATING SCALE

4 - Excellent	Performance consistently exceeds expectations. Employee demonstrates measurable contributions, significantly above what is expected in this position.
3 - Satisfactory	Performance consistently meets expectations for this job. Knows and performs the job well. May occasionally exceed expectations in some areas.
2 - Needs Improvement	Performance partially meets expectations for this position. Improvement in this area is necessary for the employee to fully meet expectations. Performance does not indicate mastery of major functions performed.
1 - Unsatisfactory	Performance is consistently below expectations and is unacceptable. This rating indicates that the employee has been or will be placed on notice for "performance improvement" and must improve performance in this area.
N/A - Not Applicable	Factor does not apply to this position.

THE SCHOOL DISTRICT OF UNIVERSITY CITY

Transform the Life of Every Student Every Day!

Evaluation of Educational Support Staff, Food Service and Custodial/Maintenance Employees

Refer to the rating scale. Please check or circle one per box.

1. Job Knowledge:	1☐	2☐	3☐	4☐	N/A☐
Understands background knowledge, techniques, principles, technical disciplines, procedures, etc., required for effective job performance.					
Comments:					

2. Quality of Work:	1☐	2☐	3☐	4☐	N/A☐
Demonstrates reliability and accuracy in work performance. Effectively and thoroughly applies job knowledge.					
Comments:					

3. Quantity of Work:	1☐	2☐	3☐	4☐	N/A☐
Accomplishes objectives in a timely manner.					
Comments:					

4. Attendance/Punctuality/Dependability:	1☐	2☐	3☐	4☐	N/A☐
Starts work at the time specified each day with no unexplained absences from the work area. Notifies supervisor in a timely fashion regarding use of sick, personal, and other leave.					
Comments:					

THE SCHOOL DISTRICT OF UNIVERSITY CITY
Transform the Life of Every Student Every Day!

Evaluation of Educational Support Staff, Food Service and Custodial/Maintenance Employees

Refer to the rating scale. Please check or circle one per box.

5. Initiative/Motivation:	**1** ☐	**2** ☐	**3** ☐	**4** ☐	**N/A** ☐
Takes action when necessary, originates actions, i.e., self starter.					
Comments:					

6. Cooperation/Relationships:	**1** ☐	**2** ☐	**3** ☐	**4** ☐	**N/A** ☐
Relates effectively with co-workers, supervisors, others, etc., in a constructive and productive manner. Offers and receives constructive criticism in a positive fashion.					
Comments:					

7. Leadership:	**1** ☐	**2** ☐	**3** ☐	**4** ☐	**N/A** ☐
Monitors processes, tasks and/or the activities of others.					
Comments:					

8. Communication:	**1** ☐	**2** ☐	**3** ☐	**4** ☐	**N/A** ☐
Effectively expresses him/herself in individual or group situations. Expresses ideas in a professional, clear, and concise manner.					
Comments:					

THE SCHOOL DISTRICT OF UNIVERSITY CITY
Transform the Life of Every Student Every Day!

Evaluation of Educational Support Staff, Food Service and Custodial/Maintenance Employees

Refer to the rating scale. Please check or circle one per box.

9. Responsibility/Accountability:	**1** ☐	**2** ☐	**3** ☐	**4** ☐	**N/A** ☐
Takes responsibility for one's own actions, decisions, and conduct.					
Comments:					

OVERALL EVALUATION RATING	**1** ☐	**2** ☐	**3** ☐	**4** ☐	**N/A** ☐

1. Accomplishments/contributions to the educational program:
Comments: (TO BE USED IF APPROPRIATE AND/OR APPLICABLE)

2. Enrichment activities/actions to further develop employee capabilities and/or prepare for greater responsibility.
Comments: (TO BE USED IF APPROPRIATE AND/OR APPLICABLE)

3. Activities/actions to correct/improve performance.
Comments: (TO BE USED IF APPROPRIATE AND/OR APPLICABLE)

THE SCHOOL DISTRICT OF UNIVERSITY CITY
Transform the Life of Every Student Every Day!

Evaluation of Educational Support Staff, Food Service and Custodial/Maintenance Employees

EMPLOYEE'S COMMENTS

Recommendation for Reemployment
YES ___ NO ___ Reasons:

Evaluated Employee's Signature _____

Date _____

Lead/Evaluator's Signature _____

Date _____

*In signing this form, the employee acknowledges only that this evaluation has been reviewed by the employee. The signature does not imply that the employee concurs with this evaluation in whole or in part.