

**HORRY COUNTY SCHOOLS
NON-TEACHING PROFESSIONAL EVALUATION**

Employee's Name: _____

School Year: _____

Employee ID#: _____

Date: _____

School/Location: _____

Position: _____

Evaluated By: _____

Supervisor: _____

CODE (Evaluator must check one item for each category)

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.

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.

OVERALL PERFORMANCE

MET _____ **NEEDS IMPROVEMENT** _____

A. Job Knowledge: Measures employees' understanding of the duties, responsibilities, skills, and methods required for the position.	M	NI
1. Demonstrates an understanding of job requirements and acceptable methods of performance.		
2. Demonstrates skills, knowledge and ability to perform the essential duties of the job.		

Comments:

B. Quality of Work: Addresses how well job knowledge is applied to completing job duties in a timely and accurate manner.	M	NI
1. Completes required tasks in a timely manner.		
2. Completes assignments accurately and neatly.		
3. Completes job duties in accordance with acceptable methods of performance.		

Comments:

C. Dependability: Measures the degree to which employee can be relied upon to successfully complete tasks with minimal supervision.	M	NI
1. Follows through on job duties until completion.		
2. Completes job duties on time.		
3. Sets and revises priorities to optimize time usage.		
4. Carries out job duties independently, using good judgment, with minimum supervision.		

Comments:

D. Attendance & Punctuality: Addresses the degree to which employee is at work and adheres to work schedule.	M	NI
1. Maintains a good attendance record.		
2. Reports to work on time.		
3. Follows established work schedule.		

Comments:

E. Working Relationships: Measures the degree to which employee works well with others to accomplish job responsibilities.	M	NI
1. Interacts with colleagues and supervisors in a positive, constructive manner.		
2. Interacts with all stakeholders in a positive, constructive manner.		
3. Works effectively as part of a team.		
4. Accepts directions from supervisors.		

Comments:

F. Communication Skills: Addresses ability to convey ideas and information effectively and appropriately.	M	NI
1. Demonstrates effective written and verbal communication.		
2. Conveys accurate information.		
3. Has strong presentation skills and is willing to lead discussions.		

Comments:

G. Initiative: Addresses willingness to accept and assume responsibility.	M	NI
1. Demonstrates willingness to seek and complete tasks with little or no supervision and/or assistance.		
2. Takes responsibility for individual actions as well as the actions of his/her team.		
3. Willing to accept additional duties in special circumstances		
4. Shows creativity and “outside the box” thinking when presented with a problem or project.		

Comments:

H. Professionalism: Addresses the overall behavior and appearance of employee that is associated with the assigned position.	M	NI
1. Wears appropriate attire for the position.		
2. Maintains confidentiality.		
3. Demonstrates courtesy and tact when interacting with others.		

Comments:

I. Leadership/Management: Addresses the overall leadership potential and effectiveness that is associated with the assigned position.	M	NI
1. Effectively delegates responsibilities to those on his/her team.		
2. Builds capacity by grooming staff members to take on more responsibility and/or leadership roles.		
3. Builds rapport with staff members by maintaining open communication.		
4. Uses appropriate conflict resolution to maintain effective working relationships.		

Comments:

Employee Comments:

A signature on this performance evaluation does not mean that the employee agrees with the opinions expressed, but merely indicates that the employee has read the performance evaluation and has been given the opportunity to discuss, comment and respond in writing.

Signature of Employee: _____ **Date:** _____

Print Name: _____

Signature of Evaluator: _____ **Date:** _____

Print Name: _____

Title: _____