CAMBRIDGE PUBLIC SCHOOLS

# Performance Evaluation

## Managerial/Professional Staff

Name_____ Date of Review: _____

Job Title_____ Department_____

Manager's Name and Title _____

**Performance Ratings:**

| | |
|---|---|
| 1. Outstanding | Distinguished by consistently high quality and excellence in efforts and results |
| 2. Above Expectations | Consistently meets and frequently exceeds expectations |
| 3. Meets Expectations | Consistently meets and occasionally exceeds expectations |
| 4. Needs Improvement | Sometimes fails to meet expectations |
| 5. Unsatisfactory | Frequently fails to meet expectations |

N/A = Not Applicable

### 1. Responsibility/Accountability

Accomplishes responsibilities, tasks and assignments in a thorough, accurate and timely manner that achieves expected outcomes; exhibits concern for the goals of the department and others whom depend on services and work products. Effectively handles multiple responsibilities. Uses work time productively. Arrives to work on time, sees work through, and is reliable and dependable in attendance.

○ 1 ○ 2 ○ 3 ○ 4 ○ 5 ○ N/A

Comments:

### 2. Professional/Organizational Knowledge

Demonstrates understanding of the position and the department's mission and requirements. Develops and maintains professional expertise in related areas of responsibility. Understands the roles of central office, school-based staff, and external agencies, and contributes to work groups to develop and enhance business practices and policies. Shows evidence of personal growth and development in the position. Provides and engages in specialized training as appropriate. Identifies ways to improve efficiency and accuracy.

○ 1 ○ 2 ○ 3 ○ 4 ○ 5 ○ N/A

**Comments:**

### 3. Constituent/Customer Service Focus

Is dedicated to meeting the expectations and needs of internal and external customers and constituents. Acts with customers/constituents in mind. Establishes and maintains effective working relationships and gains trust and respect. Goes above and beyond to anticipate needs and respond effectively.

○ 1 ○ 2 ○ 3 ○ 4 ○ 5 ○ N/A

Comments:

### 4. Problem Solving/Creativity

Identifies and analyzes problems, formulates alternative solutions, takes or recommends appropriate actions, follows up to ensure problems are resolved.

○ 1 ○ 2 ○ 3 ○ 4 ○ 5 ○ N/A

**Comments:**

### 5. Collaboration/Teamwork

Uses diplomacy and tact to maintain harmonious and effective work relationships with coworkers and constituents; adapts to changing priorities and demands; shares information and resources with others to promote positive and collaborative work relationships.

○ 1 ○ 2 ○ 3 ○ 4 ○ 5 ○ N/A

**Comments:**

### 6. Communications/Interpersonal Skills

Is able to effectively communicate and to influence others in order to meet organizational goals. Shares information openly, while preserving confidentiality as appropriate; relates well to all kinds of people; is able to express self well verbally, and to write effectively. Presents ideas and information in a concise, well organized way.

○ 1 ○ 2 ○ 3 ○ 4 ○ 5 ○ N/A

**Comments:**

### 7. Financial and Resource Management

Demonstrates knowledge of financial and operational rules and procedures and effectively plans, manages, and allocates financial, materials and supplies, equipment, and other resources. Utilizes forecasting in planning, staffing, and cost control.

○ 1 ○ 2 ○ 3 ○ 4 ○ 5 ○ N/A

**Comments:**

### 8. Managing and Measuring Work

Clearly assigns responsibility for tasks and decisions; sets clear objectives, measures, and timeframes for completion; monitors process, progress and results; provides feedback (up and down). Establishes clear and effective procedures and guidelines to ensure smooth and efficient workflow.

○ 1 ○ 2 ○ 3 ○ 4 ○ 5 ○ N/A

**Comments:**

### 9. Staffing and Supervision

Is a good judge of talent and performance; seeks to hire the best qualified people available from inside and outside the organization; assembles and retains a skilled and motivated staff; provides on-going performance feedback and coaching to staff; evaluates staff in a timely, fair and effective manner. Holds staff to high and reasonable basic standards of performance and conduct.

○ 1 ○ 2 ○ 3 ○ 4 ○ 5 ○ N/A

**Comments:**

### 10. Fostering Diversity and Inclusiveness

Hires and equitably manages a varied and diverse group of individuals; supports equal and fair treatment for all. Supports diversity initiatives by demonstrating respect for all individuals.

○ 1 ○ 2 ○ 3 ○ 4 ○ 5 ○ N/A

**Comments:**

**11. Delegating**
Appropriately and effectively delegates both routine and important tasks and decisions; shares responsibility and accountability for results; provides staff with the support and guidance needed to be successful.

1 2 3 4 5 N/A

**Comments:**

**12. Staff Training and Development:**
Ensures new and existing staff members are fully trained in all aspects of the job and related work. Follows up and arranges for additional training or the provision of additional information as required. Encourages and provides staff with opportunities for professional growth and development.

**Comments:**

**13. Reporting and Compliance**
Is knowledgeable of and responsive to local, state, and federal agency reporting, monitoring, and compliance requirements. Maintains records in a thorough and organized manner reflective of governing policies, procedures, regulations and law. Provides accurate, timely, and appropriate reports and response to inquiries as required, requested or mandated.

1 2 3 4 5 N/A

**Comments:**

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**OVERALL RATING:**

1. Outstanding 2. Exceeds Expectations 3. Meets Expectations 4: Needs Improvement 5. Unsatisfactory

**Evaluator's Summary Comments:**

**Desired Future Goals and/or Areas of Performance Focus (identified by Evaluator):**

**Evaluee's Comments:**

| | |
|---|---|
| **Evaluator's Signature** | **Date** |
| **Evaluee's Signature** | **Date** |

This form should be submitted to the CPS Office of Human Resources once completed.