

PSD Evaluation

Office Professionals (PAEOP) Evaluation

Employee information:

Employee #

Employee Name

Employee School or Department

Employee Job Title

Evaluator information:

Evaluator Name

Evaluation information:

Date From

Date To

School Year

Eval Type

Overall Rating Definitions:

Unsatisfactory	Basic	Proficient	Distinguished
Performance is below the criteria or standards of performance for key aspects of the work. Attainment of primary work objectives has not been met. Improvement is mandatory.	Performance meets the criteria or standards of performance for some aspects of the work. However, job objectives are often not met and are generally below expectations or are met with only a minimum level of acceptability. Performance improvement is indicated.	Performance meets the criteria or standards of performance of the job.	Performance exceeds the criteria or standards of performance for practically all aspects of the work. Employee performs even the difficult and complex parts of the job competently and thoroughly, including extra or unique tasks assigned. Results show achievements of extremely high value.

Additional Information:

- The general evaluative criteria are not equally weighted; over-all ratings may be negatively impacted by performance that is below criteria in a single area if key aspects of work for the particular position are adversely affected.

Criterion 1: RELIABILITY

Is dependable and trustworthy; Independent worker who requires minimal supervision; Understands the need for and maintains confidentiality; Uses and maintains equipment properly; Makes sound decisions.

Criterion 1	Unsatisfactory	Basic	Proficient	Distinguished
Criterion 1: Overall Score	Work needs close and regular supervision. Rarely able to work independently. Cannot be depended on to complete work. <input type="checkbox"/>	Sometimes able to work independently, but work needs more than minimal supervision. More than occasionally, work not done on time. <input type="checkbox"/>	Consistently dependable. Performs all duties with minimal supervision. Work completed on time consistently. <input type="checkbox"/>	Highly dependable. Attends to every detail without supervision. All work completed on time. <input type="checkbox"/>

Comments:

Criterion 2: ADAPTABILITY

Makes adjustments and changes easily to work assignments and unforeseen circumstances; Readily accepts new or changing conditions; Works effectively in a variety of situations; Works well under stressful conditions.

Criterion 2	Unsatisfactory	Basic	Proficient	Distinguished
Criterion 2: Overall Score	Has difficulty making adjustments to different conditions. <input type="checkbox"/>	Sometimes has difficulty making adjustments to different conditions. <input type="checkbox"/>	Accepts new or different conditions; adjusts quickly, cooperative. <input type="checkbox"/>	Highly flexible; can be used effectively in different conditions. <input type="checkbox"/>

Comments:

Criterion 3: INITIATIVE

Recognizes opportunities to take action appropriately; Self-starter; Has new ideas and makes suggestions for positive change; Willing to take on new challenges.

Criterion 3	Unsatisfactory	Basic	Proficient	Distinguished
Criterion 3: Overall Score	Negative and/or not interested in job. Not a self-starter and never does more than the basic requirements of the job. <input type="checkbox"/>	Occasionally lacks optimism and/or lacks interest in some job elements. Occasionally willing to take on a new challenge. <input type="checkbox"/>	Consistently positive and shows high level interest in job. Sets goals and completes them. <input type="checkbox"/>	Exceptionally positive; interest in job leads to exceptionally creative and innovative performance. Takes action without being told. <input type="checkbox"/>

Comments:

Criterion 4: ATTENDANCE/PUNCTUALITY

Regular attendance and consistently on time; provides sufficient notice for absences and being tardy.

Criterion 4	Unsatisfactory	Basic	Proficient
Criterion 4: Overall Score	Frequently absent or late. Not dependable. <input type="checkbox"/>	Attendance, punctuality, and/ or dependability could improve. <input type="checkbox"/>	Displays good habits; on time and at work. Dependable. <input type="checkbox"/>

Comments:

Criterion 5: ORGANIZATION

Consistently meets deadlines; sets priorities; Delegates appropriately; Good utilization of time; Plans workload effectively.

Criterion 5	Unsatisfactory	Basic	Proficient	Distinguished
Criterion 5: Overall Score	Disorganization severely affects job function. <input type="checkbox"/>	Disorganization sometimes hampers job function. <input type="checkbox"/>	Keeps work organized; carries out duties effectively and efficiently <input type="checkbox"/>	Extremely organized; enhances job function. <input type="checkbox"/>

Comments:

Criterion 6: COMMUNICATION

Exchanges information appropriately; Tactful and considerate; Good listening skills; speaks and writes in a clear and understand manner; Effectively deals with problems with parents, students and others.

Criterion 6	Unsatisfactory	Basic	Proficient	Distinguished
Criterion 6: Overall Score	Use of inappropriate communication skills seriously affects job function. Does not communicate in a clear and understandable manner orally or in writing. <input type="checkbox"/>	Occasional use of inappropriate communication skills hamper job function. Does not consistently communicate in a clear and understandable manner orally or in writing. <input type="checkbox"/>	Consistently uses appropriate communication skills. Generally communicates in a clear and understandable manner both orally and in writing. <input type="checkbox"/>	Exceptional use of communication skills enhances job function. Communicates in a clear and understandable manner both orally and in writing. <input type="checkbox"/>

Comments:

Criterion 7: WORK PRODUCTION

Consistently accomplishes required amount of work.

Criterion 7	Unsatisfactory	Basic	Proficient	Distinguished
Criterion 7: Overall Score	Produces at unacceptable level of work. <input type="checkbox"/>	Produces below what can and should be done. <input type="checkbox"/>	Produces at expected level. <input type="checkbox"/>	Produces above level. Extremely high output. <input type="checkbox"/>

Comments:

Criterion 8: QUALITY OF WORK

Does thorough, accurate, neat and professional work; Produces high quality product; Has high standards and work ethic; Makes minimal errors.

Criterion 8	Unsatisfactory	Basic	Proficient	Distinguished
Criterion 8: Overall Score	Many errors and assignments not complete. <input type="checkbox"/>	Some errors and some assignments not complete. <input type="checkbox"/>	Work is thorough, accurate and complete. <input type="checkbox"/>	Work is exceptionally accurate and complete. <input type="checkbox"/>

Comments:

Criterion 9: SELF-IMPROVEMENT

Enhances job performance by participating in learning opportunities; Open to suggestions and makes changes as necessary; Self-reflects; Interested in work and in increasing knowledge and improving skills.

Criterion 9	Unsatisfactory	Basic	Proficient	Distinguished
Criterion 9: Overall Score	Very resistant to change and defensive when suggestions provided. <input type="checkbox"/>	Occasionally resistant to change and does not listen when suggestions for improvement are made. <input type="checkbox"/>	Strives for improvement on regular basis. Generally open to suggestions for improvement. <input type="checkbox"/>	Exceptional efforts at self-improvement. Seeks suggestions for improvement and discusses suggestions openly when they are made. <input type="checkbox"/>

Comments:

Criterion 10: WORK KNOWLEDGE AND SKILLS

Understands all aspects of the job; Possesses knowledge and skills necessary to perform job; Pays attention to details; Understands technical job processes; Uses correct spelling, punctuation and grammar.

Criterion 10	Unsatisfactory	Basic	Proficient	Distinguished
Criterion 10: Overall Score	Lacks considerable understanding of the principles, concepts and requirements of the job. <input type="checkbox"/>	Lacks some understanding of the principles, concepts and requirements of the job. <input type="checkbox"/>	Generally understands the principles, concepts and requirements of the job. <input type="checkbox"/>	Thoroughly understands the principles, concepts and requirements of the job. <input type="checkbox"/>

Comments:

Criterion 11: CUSTOMER SERVICE SKILLS

Positive attitude in meeting the needs of customers; communicates with customers in an appropriate manner; Friendly and helpful; Handles sensitive issues appropriately; Uses appropriate problem-solving strategies.

Criterion 11	Unsatisfactory	Basic	Proficient	Distinguished
Criterion 11: Overall Score	Frequently fails to make an effort to meet customer needs. Often does not treat customers with courtesy and respect. <input type="checkbox"/>	Occasionally does not practice appropriate customer service skills. Occasionally does not treat customers with courtesy and respect. <input type="checkbox"/>	Meets expectations of customers on regular basis. Usually treats customers with courtesy and respect. <input type="checkbox"/>	Actively seeks to understand and satisfy customer needs. Consistently treats customers with courtesy and respect. <input type="checkbox"/>

Comments:

Criterion 12: TEAMWORK

Works cooperatively with others; Uses tact and diplomacy; Develops good working relationships; Promotes good staff morale; Puts team needs above individual needs; Works positively in solving problems.

Criterion 12	Unsatisfactory	Basic	Proficient	Distinguished
Criterion 12: Overall Score	Exhibits unwillingness to work effectively in a team setting. <input type="checkbox"/>	Sometimes has difficulty participating as a team member. <input type="checkbox"/>	Works cooperatively with all team members. <input type="checkbox"/>	Seeks opportunities to collaborate with others as well as working collaboratively with others. <input type="checkbox"/>

Comments:

Criterion 13: CONFORMANCE WITH STANDARDS

Adheres to Federal, State, District, building and department policies/regulations and standards; Adheres to safety practices.

Criterion 13	Unsatisfactory	Basic	Proficient	Distinguished
Criterion 13: Overall Score	Fails to comply with policies and/or building standards. <input type="checkbox"/>	Sometimes has difficulty complying with policies and/or building standards. <input type="checkbox"/>	Consistently adheres to all policies and building standards. <input type="checkbox"/>	Promotes expectations and standards. <input type="checkbox"/>

Comments:

Overall Evaluation Scores

Criteria	Unsatisfactory = 1	Basic = 2	Proficient = 3	Distinguished = 4
Criterion 1: RELIABILITY	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Criterion 2: ADAPTABILITY	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Criterion 3: INITIATIVE	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Criterion 4: ATTENDANCE/PUNCTUALITY	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Criterion 5: ORGANIZATION	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Criterion 6: COMMUNICATION	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Criterion 7: WORK PRODUCTION	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Criterion 8: QUALITY OF WORK	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Criterion 9: SELF-IMPROVEMENT	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Criterion 10: WORK KNOWLEDGE AND SKILLS	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Criterion 11: CUSTOMER SERVICE SKILLS	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Criterion 12: TEAMWORK	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Criterion 13: CONFORMANCE WITH STANDARDS	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Overall Evaluation Score	_____			
	Score Range: 13 to 19	Score Range: 20 to 32	Score Range: 33 to 45	Score Range: 46 to 52

Comments to Support Overall Rating:

Areas of Focus / Concerns:

This section is to be completed when the evaluator has rated the employee "needs improvement" or "unsatisfactory" on the overall annual performance rating.

Performance Objectives / Goals:

This section may be completed at the beginning of the evaluation period for the coming school year or end of the evaluation period for the next school year depending on the preference of the evaluator for those employees who received a "meets expectations" or "exceeds expectations" on the overall annual performance rating. The status of work toward completion of Objectives/Goals should be addressed in the comments section of the Overall Rating section above.

This evaluation has been reviewed with employee.

Date reviewed with employee

Signatures:

Evaluator Signature

Not signed yet

Employee Signature

Not signed yet