

Haysville USD #261
Employee Performance Review
District Courier

EMPLOYEE INFORMATION

Employee Name _____

Location _____

Job Classification _____

Evaluator Name _____

REVIEW GUIDELINES

Directions:

As with any evaluation process, the intent is to provide information that will enable the employee to improve job performance. Individuals needing to improve in an area shall be given specific information as to the reasons why improvement is needed and time to correct any deficiencies.

Check one rating for each function. The evaluator may comment on any marking but functions marked "Marginal" or "Unsatisfactory" shall include suggestions for improving performance.

Complete this Employee Evaluation using the following scale:

Outstanding – Performance is so successful at this element of your job that special note should be made.

Very Good – Performance at this level is consistently better than average.

Satisfactory – Performance is at or above the standards required.

Marginal – Performance is somewhat below the minimum standard for this element of your job. There appears to be, however, potential and the willingness to improve.

Unsatisfactory – Performance on this element of your job is well below the standards and potential and/or willingness to meet the minimum standards is not immediately apparent.

REVIEW OF ESSENTIAL JOB FUNCTIONS

1. Collect and sort mail and supplies from the schools and distribute mail and supplies to each of the district buildings for the purpose of aiding in keeping the communication lines open between the district buildings.

Outstanding ☐

Very Good ☐

Satisfactory ☐

Marginal ☐

Unsatisfactory ☐

Comments:

2. Pick up outgoing mail from the central office and deliver to the post office for the purpose of expediting information from the district to the community.

Outstanding ☐

Very Good ☐

Satisfactory ☐

Marginal ☐

Unsatisfactory ☐

Comments:

3. Deliver Board of Education agendas prior to all Board meetings for the purpose of providing relevant information to the Board of Education.

Outstanding ☐

Very Good ☐

Satisfactory ☐

Marginal ☐

Unsatisfactory ☐

Comments:

4. Communicate effectively and work cooperatively with school district staff and community members to ensure a positive work environment.

Outstanding ☐

Very Good ☐

Satisfactory ☐

Marginal ☐

Unsatisfactory ☐

Comments:

5. Maintain a high level of confidentiality regarding student and staff information in order to remain in compliance with legal requirements and to maintain a professional work environment.

Outstanding ☐

Very Good ☐

Satisfactory ☐

Marginal ☐

Unsatisfactory ☐

Comments:

6. Perform other duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

Outstanding ☐

Very Good ☐

Satisfactory ☐

Marginal ☐

Unsatisfactory ☐

Comments:

COMMENTS AND SIGNATURES

Evaluator Comments:

Employee Comments: _____

I have discussed this performance evaluation with the employee.

Evaluator's Signature

Date

I have reviewed this performance evaluation.

Administrator's Signature

Date

I have read this evaluation of my performance and discussed it with my evaluator.

Employee's Signature

Date