

PSE Performance Evaluation

Name _____

Date _____

Position _____

School _____

Evaluator Name _____

☐

Annual Eval

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New Employee 60 Day

Job Knowledge/Technical Skills

Unsatisfactory	Basic	Proficient	Distinguished
☐ Limited knowledge of work.	☐ Adequate knowledge of work.	☐ Well informed; general working knowledge and technical skills.	☐ Thorough working knowledge and technical skills; seeks opportunity for growth.
Comments			

Cooperation/Teamwork

Unsatisfactory	Basic	Proficient	Distinguished
☐ Frequently causes unrest or friction with others. Cooperates reluctantly.	☐ Some contributions to team.	☐ Cooperates and gets along well with others. Contributes to team efforts.	☐ Plays a leadership role in the success of the team efforts. Contributes to team significantly.
Comments			

Commitment to Quality

Unsatisfactory	Basic	Proficient	Distinguished
☐ Unacceptable and poor work quality. Frequent errors.	☐ Meets job requirements.	☐ Consistently gives best effort and completes work with accurate and high standards.	☐ Always gives best effort, exceeds quality standards, goes above and beyond expectations.
Comments			

Adaptability/Initiative

Unsatisfactory	Basic	Proficient	Distinguished
☐ Has difficulty in adjusting to new conditions and environments.	☐ Adapts to new and different conditions. Performs as directed.	☐ Shows initiative when presented with new or different conditions.	☐ Shows exceptional initiative and high adaptability to a variety of work assignments.
Comments			

Safety

Unsatisfactory	Basic	Proficient	Distinguished
☐ Creates unsafe working conditions for self and others and/or occasionally careless.	☐ Practices good safety habits.	☐ Promotes good safety habits.	☐ Implements exceptional safety practices, helps ensure safety of self and others.
Comments			

Communication

Unsatisfactory	Basic	Proficient	Distinguished
☐ Receives, understands, or interprets information incorrectly; lacks willingness or ability to express self appropriately.	☐ Generally understands and interprets information correctly; sometimes presents self in organized manner.	☐ Consistently understands and interprets information correctly and presents self in clear and organized manner.	☐ Exceptional communication and interpersonal skills.
Comments			

Dependability/Reliability

Unsatisfactory	Basic	Proficient	Distinguished
☐ Cannot be relied on, work must be closely supervised.	☐ Needs more supervision than others doing same work.	☐ Works well, requires minimal supervision.	☐ Justifies confidence; works well independently and shows exceptional reliability.
Comments			

Punctuality/Attendance

Unsatisfactory	Basic	Proficient	Distinguished
☐ Frequently late or absent.	☐ NA	☐ Acceptable punctuality and attendance.	☐ Models exceptional punctuality and attendance.
Comments			

Overall Comments

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Overall Rating
☐ Unsatisfactory (1) ☐ Basic (2) ☐ Proficient (3) ☐ Distinguished (4)

Signatures of both supervisor and employee are required. The signature below does not necessarily imply that the employee agrees with the preceding report, only that he or she has seen and discussed it with the evaluator and has been provided a copy. Employee may attach a statement.

Employee _____ Date _____

Evaluator _____ Date _____

Employee statement attached: ☐ Yes ☐ No