PSD Evaluation

Exempt Employees Evaluation

Employee information:

Employee #

Employee Name

Employee Job Title

Evaluator information:

Evaluator Name

Evaluation information:

Date From

mm/dd/yyyy

Date To

mm/dd/yyyy

Eval Type

Please, select eval type

Additional Information:

ⓘ **This evaluation is used to evaluate Exempt Employees that are not working at EdTec (e.g., Manager, Supervisor, Lead, etc.).**

ⓘ **Directions: Assess the employee's performance in each category by selecting the rating that best reflects their work over the evaluation period. Use the space provided for comments to support ratings, identify areas of strength or growth opportunities.**

ⓘ **The general evaluative criteria are not equally weighted; overall 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: Dependability and Reliability

Can be trusted to fulfill responsibilities, meet commitments, follow through on assignments, communicate regarding timeline challenges, and consistently perform duties with minimal supervision.

Criterion 1	Unsatisfactory	Basic	Proficient	Distinguished
Criterion 1: Overall Score	Frequently fails to follow through on commitments and assigned responsibilities. Provides no corresponding communication when deadlines are not met. Deadlines are regularly missed and work often requires repeated follow up by others. Cannot consistently be relied upon to complete essential job functions. ☐	Generally completes assigned responsibilities but follow-through is inconsistent. Communication when deadlines cannot be met is lacking or late. Occasionally misses commitments, deadlines, or agreed-upon deliverables. Requires reminders or monitoring to ensure responsibilities are completed. ☐	Consistently fulfills commitments and follows through on assigned responsibilities. Communicates timeline challenges effectively. Completes work accurately and on time with minimal supervision. Demonstrates accountability and can be relied upon to meet expectations. ☐	Viewed as a highly trusted and dependable resource throughout department or organization. Communicates proactively regarding any timeline variances. Consistently delivers on commitments, anticipates needs, and takes ownership of critical responsibilities. Successfully manages important work independently without the need of supervision. ☐

Comments:

Criterion 2: Flexibility and Adaptability

Demonstrates the ability to respond effectively to changing priorities, technologies, organizational needs, and work environments while maintaining productivity and professionalism.

Criterion 2	Unsatisfactory	Basic	Proficient	Distinguished
Criterion 2: Overall Score	Resists changes in priorities, procedures, or other facets of the work. Struggles to function effectively when circumstances change. Demonstrates negative attitudes and/or actions toward organizational change. ☐	Accepts change when directed but may require additional support. Adjusts to changing priorities with some difficulty. Demonstrates limited initiative or may be hesitant in adapting to new circumstances. ☐	Adapts effectively to changing conditions, priorities, and organizational needs. Maintains productivity and willingly invests effort during periods of change. Supports implementation of new initiatives and systems appropriately. ☐	Anticipates change and proactively prepares for emerging needs. Helps others navigate transitions successfully. Consistently models resilience and agility in complex situations. ☐

Comments:

Criterion 3: Initiative and Problem Solving

Proactively identifies needs, anticipates challenges, takes appropriate action, and develops effective solutions to improve operations and outcomes.

Criterion 3	Unsatisfactory	Basic	Proficient	Distinguished
Criterion 3: Overall Score	Waits for direction before addressing problems. Shows lack of motivation or interest in job responsibilities. Struggles to identify solutions independently. ☐	Identifies obvious issues but often requires assistance in resolving them. Performs assigned duties but does not go beyond minimum expectations. Demonstrates limited proactive behavior. ☐	Independently identifies and resolves problems. Demonstrates sound judgment and initiative. Implements effective solutions in a timely manner. ☐	Anticipates issues before they become problems. Develops creative, sustainable solutions to complex challenges. Has significant positive impact on organizational effectiveness. ☐

Comments:

Criterion 4: Attendance and Punctuality

Consistently reports to work as scheduled, arrives on time, maintains appropriate availability, and responsiveness, and adheres to district attendance expectations, policies, and work schedules.

Criterion 4	Unsatisfactory	Basic	Proficient	Distinguished
Criterion 4: Overall Score	Frequently fails to meet work schedule expectations due to unexcused tardiness, unreliable attendance, or lack of availability during expected work hours. Fails to provide appropriate notice or is unresponsive regarding schedule changes or absences. Does not consistently comply with district attendance procedures, reporting requirements, or leave-related expectations. ☐	Generally maintains acceptable reliability and availability but demonstrates occasional concerns related to tardiness. At times communication or response is delayed or inconsistent regarding absences, schedule adjustments, and availability. Meets most expectations but may periodically be out of compliance with attendance and leave expectations or policies and require reminders. ☐	Consistently demonstrates reliability and professionalism in meeting punctuality and work schedule expectations. Provides timely communication and response regarding absences, schedule adjustments, and availability. Adheres to district attendance procedures, leave requirements, and established work expectations. ☐	Serves as a model of professionalism, punctuality, dependability, and responsiveness. Anticipates scheduling challenges and proactively communicates to ensure continuity of operations and service. Successfully balances competing demands while maintaining consistent attendance in full compliance with policy. Contributes to a culture of accountability and professionalism and may assist or mentor others in effectively managing workflows, schedules, leave requirements, and operational commitments. ☐

Comments:

Criterion 5: Organization

Effectively plans, prioritizes, coordinates, and manages work, work spaces, resources, projects, and information to ensure efficient operations and successful outcomes.

Criterion 5	Unsatisfactory	Basic	Proficient	Distinguished
Criterion 5: Overall Score	Work is frequently disorganized, resulting in missed deadlines or errors. Unable to effectively document and manage workload. Workspaces are regularly disorganized, messy or dysfunctional. Requires frequent reminders, direction or intervention from supervisors or colleagues to meet expectations. ☐	Demonstrates basic organizational skills but occasionally struggles with priorities and coordinating work activities. Documentation and follow-through may be inconsistent. Workspaces may occasionally be messy and disorganized which may impact functionality. Uses organizational systems with varying effectiveness and may require periodic support or reminders. ☐	Effectively organizes work, priorities, projects, and resources. Maintains accurate documentation and tracking systems. Maintains clean, orderly and functional workspaces. Demonstrates sound planning and organizational practices that contribute to efficient operations and reliable outcomes. ☐	Demonstrates exceptional planning and organizational practices. Establishes systems for documentation that improve efficiency across the team, department or organization. Workspaces are highly organized and clean, resulting in maximizing functionality. Serves as a model for organizational excellence and helps others strengthen their planning, project management, and organizational practices. ☐

Comments:

Criterion 6: Communication Effectiveness

Communicates information clearly, professionally, accurately, and appropriately to diverse audiences through verbal, written, and electronic methods.

Criterion 6	Unsatisfactory	Basic	Proficient	Distinguished
Criterion 6: Overall Score	Communication is unclear, incomplete, inaccurate, untimely, or inappropriate for the audience or situation. Does not consistently listen to or acknowledge the perspective of others. Fails to keep stakeholders informed, lacks professionalism, or provides insufficient information. ☐	Generally communicates necessary information but may lack clarity, accuracy, timeliness, or consistency. Requires occasional coaching regarding communication practices. Conveys routine information effectively, however communications with stakeholders may occasionally be unclear or incomplete. ☐	Communicates clearly, professionally, accurately, and effectively. Tailors communication to needs, knowledge level, and interests of diverse audiences. Keeps stakeholders informed of important developments, decisions, timelines, and expectations. ☐	Consistently demonstrates exceptional communication skills that strengthen relationships and build trust. Skillfully facilitates difficult or complex communications and conversations with professionalism and diplomacy. Builds understanding and consensus among diverse stakeholders. ☐

Comments:

Criterion 7: Work Production

Completes assigned work efficiently and effectively while meeting established performance expectations, timelines, and organizational objectives.

Criterion 7	Unsatisfactory	Basic	Proficient	Distinguished
Criterion 7: Overall Score	Consistently fails to complete assigned work or meet expectations. Productivity deficiencies significantly impacts department operations. Frequently requires reminders, intervention, or reassignment of responsibilities to ensure essential work is completed. ☐	Completes essential work but output may be inconsistent. Occasionally misses productivity targets or timelines. Demonstrates an understanding of performance expectations, but may require periodic coaching, support or monitoring. ☐	Produces high-quality work at expected levels. Consistently meets productivity expectations and timelines. Adapts to changing priorities and workload demands while maintaining productivity and service levels. ☐	Consistently exceeds work productivity expectations. Delivers outstanding results while managing complex priorities. Frequently completes high-impact work ahead of schedule without sacrificing quality. Serves as a model of excellence for others. ☐

Comments:

Criterion 8: Quality of Work and Execution

Produces accurate, thorough, reliable, professional, and well-executed work products, projects, and services that meet established standards, customer satisfaction, and contribute to organizational effectiveness.

Criterion 8	Unsatisfactory	Basic	Proficient	Distinguished
Criterion 8: Overall Score	Work contains frequent errors, omissions or quality concerns and requires substantial correction.Assignments are often incomplete, delayed, or require extensive correction or supervision. Demonstrates limited attention to detail and struggles to execute tasks effectively from initiation through completion. ☐	Produces work that generally meets minimum expectations; however, quality, accuracy, thoroughness, or consistency may vary. Occasional errors, omissions, or missed details require follow-up, clarification, or revision. Demonstrates developing executions skills but does not consistently anticipate issues or ensure complete project follow-through. ☐	Consistently produces accurate, thorough, dependable and professional work products that meet established quality standards. Demonstrates strong attention to detail and effectively manages assignments from planning through completion. Work contributes to efficient operations and supports team, departmental and/or organizational goals. ☐	Consistently delivers exceptional work characterized by outstanding accuracy, completeness, efficiency, and strategic execution. Anticipates challenges, implements process improvements, and ensures complex projects are completed successfully with minimal oversight. Establishes and models high-quality standards that positively influence colleagues, teams, and organizational practices. ☐

Comments:

Criterion 9: Professional Expertise, Knowledge and Technical Skills

Demonstrates expertise in assigned technical areas and effectively applies current technologies, industry standards, applicable policies and procedures, and professional judgment to support district operations and achieve organizational goals.

Criterion 9	Unsatisfactory	Basic	Proficient	Distinguished
Criterion 9: Overall Score	Lacks the knowledge or skills to effectively perform essential job responsibilities. Frequently requires assistance, makes significant errors, or is unable to independently utilize required systems or tools. Fails to maintain current knowledge needed for the position. ☐	Demonstrates only foundational knowledge and skills required for the position. Handles routine tasks successfully but requires support with complex issues, resources and tools, or problem solving. Applies applicable policies and procedures inconsistently and continues to develop skill proficiency. ☐	Demonstrates strong proficiency in skill and knowledge to perform job responsibilities effectively. Applies knowledge and applicable policies and procedures effectively to solve problems, complete assignments accurately, and support organizational needs. Maintains current knowledge and performs responsibilities independently & reliably. ☐	Recognized as a trusted subject matter expert in assigned areas. Applies expertise to improve systems, processes, efficiency, and service delivery. Anticipates future needs, provides strategic guidance, mentors others, and contributes to organizational planning and innovation. ☐

Comments:

Criterion 10: Customer Service and Responsiveness

Provides timely, courteous, and solution-focused support to stakeholders while demonstrating a commitment to service excellence.

Criterion 10	Unsatisfactory	Basic	Proficient	Distinguished
Criterion 10: Overall Score	Frequently unresponsive, dismissive or impolite to stakeholders. Stakeholder concerns often remain unresolved. Fails to meet stakeholder needs. ☐	Generally responsive but may demonstrate delays or inconsistent service. Occasionally lacks tact or timeliness. Addresses concerns adequately but not proactively. ☐	Provides timely, professional, and effective customer service. Consistently courteous and helpful & maintains positive, polite interactions with stakeholders. Resolves issues appropriately and meets stakeholder needs. ☐	Builds trust, rapport, and confidence through exceptional responsiveness. Consistently exceeds customer service expectations. Proactively addresses and adjusts to meet stakeholder needs by seeking to understand, providing clarity, and offering creative solutions. ☐

Comments:

Criterion 11: Teamwork, Collaboration, and Relationship Building

Works effectively with colleagues, stakeholders, and partners to achieve shared goals while fostering positive, productive professional relationships.

Criterion 11	Unsatisfactory	Basic	Proficient	Distinguished
Criterion 11: Overall Score	Demonstrates limited cooperation with colleagues or stakeholders. Unwilling to work with others in a collaborative or team capacity. Creates conflict or barriers to productive working relationships. ☐	Participates in collaborative team efforts when requested. May be hesitant or inconsistent in collaboration efforts. Maintains generally positive relationships. ☐	Works effectively with colleagues, departments, and stakeholders. Contributes positively to team success. Supports team goals and values diverse contributions. Builds and maintains positive professional relationships. ☐	Actively promotes collaboration across departments. Contributes to a positive and cohesive work environment that fosters teamwork and innovation. Serves as a trusted partner and relationship builder. ☐

Comments:

Criterion 12: Compliance with Standards and Policies

Maintains compliance with district policies, legal requirements, safety and security standards, professional ethics, regulatory obligations, and confidentiality.

Criterion 12	Unsatisfactory	Basic	Proficient	Distinguished
Criterion 12: Overall Score	Fails to follow district policies, procedures, or regulatory requirements. Creates compliance risks for the organization and requires frequent reminders or direction. Fails to maintain or adhere to confidentiality policies. ☐	Generally follows expectations but occasionally overlooks requirements. Requires reminders regarding compliance obligations. Maintains confidentially in alignment with policy with some minor violations. ☐	Consistently adheres to district policies, legal requirements, and professional standards. Demonstrates strong understanding of applicable regulations. Consistently maintains confidentiality in alignment with policy. ☐	Promotes and strengthens compliance practices across the organization. Serves as a resource regarding policies, standards, and best practices. Upholds and promotes the highest standards of confidentiality and integrity. ☐

Comments:

Criterion 13: Professional Growth and Innovation

Actively pursues opportunities to expand knowledge and skills while applying new ideas, technologies, and innovative practices to improve services, systems, operational effectiveness, and outcomes.

Criterion 13	Unsatisfactory	Basic	Proficient	Distinguished
Criterion 13: Overall Score	Demonstrates little commitment to professional growth or skill development. Rarely participates in learning opportunities beyond minimum requirements and shows limited effort to remain current with emerging technologies, industry trends, or best practices. Resists feedback, change, or new approaches that could improve performance or services. ☐	Participates in required training and occasionally engages in professional development activities. Demonstrates a willingness to learn but applies new knowledge, skills, or technologies inconsistently. May show openness to change but often relies on familiar practices rather than exploring opportunities for improvement. ☐	Actively pursues professional development opportunities to strengthen technical expertise and job performance. Maintains knowledge of emerging technologies, industry trends and practices relevant to assigned responsibilities. Consistently applies new learning to improve services, systems, workflows, and/or customer experiences. ☐	Serves as a catalyst for continuous improvement and innovation within the team or department. Proactively identifies emerging technologies, industry trends, and innovative practices that create measurable improvements in service delivery or organizational outcomes. Continually demonstrates a growth mindset and shares expertise and serves as a learning resource for others. ☐

Comments:

Criterion 14: Leadership and Strategic Planning

Provides direction, influences positive outcomes, aligns work with district goals, contributes to long-term planning and organizational success, and effectively executes leadership responsibilities including resource management and/or employee oversight.

Criterion 14	Unsatisfactory	Basic	Proficient	Distinguished
Criterion 14: Overall Score	Demonstrates limited understanding of district goals or departmental priorities. Focuses solely on immediate tasks without strategic consideration. Does not effectively influence or guide others. Does not effectively execute leadership responsibilities (e.g., resource management, and/or employee oversight) ☐	Understands broad organizational goals but inconsistently aligns work efforts. Participates in planning processes when directed. Demonstrates emerging leadership skills. Demonstrates inconsistent effectiveness in executing leadership responsibilities, including resource management and/or employee oversight. ☐	Aligns work and departmental initiatives with district priorities. Effectively leads projects, teams, or initiatives, with strategic thinking and successful decision-making. Demonstrates effective leadership skills. Effectively executes leadership responsibilities, including resource management and/or employee oversight. ☐	Demonstrates visionary leadership and long-term strategic thinking. Influences district-wide initiatives and organizational improvement. Develops sustainable solutions that advance department or district objectives. Exemplifies exceptional leadership through highly effective resource management and/or employee oversight. ☐

Comments:

Criterion 15: Using Data to Support Work Efforts

Collects, analyzes, interprets, and applies relevant data to inform decisions, improve processes, evaluate effectiveness, and support organizational goals.

Criterion 15	Unsatisfactory	Basic	Proficient	Distinguished
Criterion 15: Overall Score	Rarely uses available data to guide decisions. Decisions are often based on assumptions rather than evidence. Does not understand or apply data-informed practices. ☐	Uses data when directed but may not consistently analyze or apply findings. Demonstrates limited ability to interpret trends. Exhibits emerging understanding and application of data-informed practices. ☐	Regularly uses data to evaluate needs, measure outcomes, and support decisions. Accurately interprets and communicates data findings and trends. Understands and successfully applies data-informed practices. ☐	Leverages data to drive strategic improvements and resource allocation. Utilizes advanced analysis to identify trends and opportunities. Helps others develop data-informed practices. ☐

Comments:

Overall Evaluation Scores

Criteria	Unsatisfactory = 1	Basic = 2	Proficient = 3	Distinguished = 4
Criterion 1: Dependability and Reliability	☐	☐	☐	☐
Criterion 2: Flexibility and Adaptability	☐	☐	☐	☐
Criterion 3: Initiative and Problem Solving	☐	☐	☐	☐
Criterion 4: Attendance and Punctuality	☐	☐	☐	☐
Criterion 5: Organization	☐	☐	☐	☐
Criterion 6: Communication Effectiveness	☐	☐	☐	☐
Criterion 7: Work Production	☐	☐	☐	☐
Criterion 8: Quality of Work and Execution	☐	☐	☐	☐
Criterion 9: Professional Expertise, Knowledge and Technical Skills	☐	☐	☐	☐
Criterion 10: Customer Service and Responsiveness	☐	☐	☐	☐
Criterion 11: Teamwork, Collaboration, and Relationship Building	☐	☐	☐	☐
Criterion 12: Compliance with Standards and Policies	☐	☐	☐	☐
Criterion 13: Professional Growth and Innovation	☐	☐	☐	☐
Criterion 14: Leadership and Strategic Planning	☐	☐	☐	☐
Criterion 15: Using Data to Support Work Efforts	☐	☐	☐	☐
Overall Evaluation Score	____			
	Score Range: 15 to 22	**Score Range: 23 to 37**	**Score Range: 38 to 52**	**Score Range: 53 to 60**

Summary Comments:

Performance Goals and/or Areas of Growth:

This evaluation has been reviewed with employee.

Please, select

Date reviewed with employee

mm/dd/yyyy

Employee Statement Response:

Would you like to add an employee statement?

Please select one of the options:

Signatures:

Evaluator Signature

Not signed yet

Employee Signature

Not signed yet