548-Exhibit
(Replaces GDN-E)

**SUPPORT STAFF PERFORMANCE EVALUATION**

**Employee Name:** Click here to enter text.
**Evaluator Name:** Click here to enter text.
**Role:** Choose an item.
**Date:** Click here to enter a date.

**Introduction:** Formal performance evaluations are a necessary part of work life. They should be viewed as a learning experience, as a way for both the employee and the supervisor to grow in understanding and knowledge.

**Performance Rating Explanation:**

* A level four (distinguished), describes an employee that excels and goes above and beyond while improving the work performance of others around them.
* A level three (proficient), describes an employee that excels.
* A level two (basic), describes an employee that meets the requirements of the position.
* A level one (unsatisfactory), describes an employee that does not meet the requirements of the position.

**Performance Standards:**

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| **Attendance/Punctuality/Dependability.** On time and attends work when scheduled; completes work assignments on time. | Choose an item. |
| **Job Knowledge.** Understands the requirements, methods, systems, and terminology pertaining to the job; has the technical knowledge necessary to perform the duties of the assignment.  | Choose an item. |
| **Productivity/Proficiency.** Ability to perform ample quantities of work thoroughly and accurately, uses time effectively, and is able to plan and organize work.  | Choose an item. |
| **Follows Instructions.** Carries out assignments as directed by supervisor. | Choose an item. |
| **Appearance/Personal.** Job appropriate attire; cleanliness’ neatness; organization of work area and materials; care of equipment; safety; other personal habits.  | Choose an item. |
| **Versatility/Flexibility.** Adaptable, demonstrates the ability and willingness to perform other types of work (cross training), new duties, and adjusts to changing or demand situations, functions effectively under stress and pressure to complete task.  | Choose an item. |
| **Initiative/Resourcefulness.** Anticipates problems and devises solutions; ability to proceed without supervision; works well with minimum supervision; creativity. | Choose an item. |
| **Attitude/Cooperation.** Work interest; loyalty; enthusiasm; courtesy and cooperation with staff, students, and public; accepts and implements constructive criticism.  | Choose an item. |
| **Creativity.** Uses imagination, new techniques, or action to accomplish job function in improved fashion.  | Choose an item. |
| **Communication/Tact.** Uses efficient and effective written and verbal communication skills; displays discretion, tact, and sensitivity to the feelings of others.  | Choose an item. |
| **Interpersonal Relations.** Rapport with supervisor(s), staff (teachers and support), students, and public. Ability to listen and understand needs of others | Choose an item. |
| **Judgment.** Exercises good judgment in performance of duty and displays common sense. | Choose an item. |
| **District Representation.** Perform tasks in a manner to bring credit to the school district and is supportive of the school system and its programs.  | Choose an item. |

Performance Summary

Areas of Strength:
Click here to enter text.

Targets for Improvement:
Click here to enter text.

Comments by person evaluated:

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Evaluated Employee Date

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Supervisor Date

Approved: 05/30/17