

Rich Township High Schools District 227

PERFORMANCE EVALUATION – CLASSIFIED PERSONNEL

Name of Employee _____ Campus _____

Title _____ Years in District No. 227 _____

Date _____

	Does Not Meet Minimum Expectations	Needs to Improve	Meets Expectations	Exceeds Expectations
1. COMPETENCY – has a thorough knowledge of the assignment – has developed appropriate skills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. QUALITY OF WORK – is attentive to detail – performs tasks with a minimum of error	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. PRODUCTIVITY – completes an adequate volume of tasks each day	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. EFFICIENCY – uses time well – works at an optimum level	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. RELIABILITY – regularly reports – rarely misses work	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. PUNCTUALITY – meets deadlines for assignments – observes stated hours for daily work schedule	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. RESOURCEFULNESS – is a self starter – follows up when necessary	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. ABILITY TO WORK WITH OTHERS – cooperates with co-workers and supervisors – displays a pleasant demeanor when dealing with students, parents, and staff	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

COMMENT – AREAS OF PROFESSIONAL STRENGTH

COMMENT – AREAS FOR PROFESSIONAL GROWTH

Signature of Supervisor

Signature of Principal

Signature of Employee

Signature of District Administrator