

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. <b>COMPETENCY</b> – has a thorough knowledge of the assignment – has developed appropriate skills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. <b>QUALITY OF WORK</b> – is attentive to detail – performs tasks with a minimum of error	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. <b>PRODUCTIVITY</b> – completes an adequate volume of tasks each day	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. <b>EFFICIENCY</b> – uses time well – works at an optimum level	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. <b>RELIABILITY</b> – regularly reports – rarely misses work	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. <b>PUNCTUALITY</b> – meets deadlines for assignments – observes stated hours for daily work schedule	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. <b>RESOURCEFULNESS</b> – is a self starter – follows up when necessary	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. <b>ABILITY TO WORK WITH OTHERS</b> – 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*