

PERFORMANCE EVALUATION

Park County School District #6

Employee Name _____ Position Title _____

School/Department _____

Instructions: Carefully evaluate employee’s work performance in relation to the essential functions of the job. Check rating box to indicate the employee’s performance. Indicate N/A if not applicable

Definitions of Performance Ratings

O – Outstanding – Performance is exceptional in all areas and is recognizable as being far superior to others. (An “O” requires a narrative comment detailing the nature of the behavior that was/is “above and beyond.”)

G – Good – Competent and dependable level of performance. Meets performance standards of the job.

I – Improvement Needed – performance is deficient in certain areas. Improvement is necessary. (Requires a narrative statement detailing the deficiency and a clear statement about the behavior necessary to achieve “good” performance.”

U – Unsatisfactory – Results are generally unacceptable. (Requires a narrative statement detailing the deficiency and a clear statement about the behavior necessary to achieve “good” performance.”

N/A – Not applicable or too soon to rate.

General Factors	Rating	Supportive Details or Comments
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1. Quality – The extent to which an employee’s work is accurate, thorough and neat.	O	<input type="checkbox"/>	_____
	G	<input type="checkbox"/>	_____
	I	<input type="checkbox"/>	_____
	U	<input type="checkbox"/>	_____
	N/A	<input type="checkbox"/>	_____
2. Productivity – The extent to which an employee produces a significant volume of work efficiently in a specified period of time.	O	<input type="checkbox"/>	_____
	G	<input type="checkbox"/>	_____
	I	<input type="checkbox"/>	_____
	U	<input type="checkbox"/>	_____
	N/A	<input type="checkbox"/>	_____
3. Job Knowledge – The extent to which an employee possesses the practical/technical knowledge required on the job.	O	<input type="checkbox"/>	_____
	G	<input type="checkbox"/>	_____
	I	<input type="checkbox"/>	_____
	U	<input type="checkbox"/>	_____
	N/A	<input type="checkbox"/>	_____
4. Reliability – The extent to which an employee can be relied upon regarding task completion and follow up.	O	<input type="checkbox"/>	_____
	G	<input type="checkbox"/>	_____
	I	<input type="checkbox"/>	_____
	U	<input type="checkbox"/>	_____
	N/A	<input type="checkbox"/>	_____
5. Attendance – The extent to which an employee is punctual, observes prescribed work break/meal periods and has an acceptable overall attendance record.	O	<input type="checkbox"/>	_____
	G	<input type="checkbox"/>	_____
	I	<input type="checkbox"/>	_____
	U	<input type="checkbox"/>	_____
	N/A	<input type="checkbox"/>	_____
6. Independence – The extent to which an employee performs work with little or no supervision.	O	<input type="checkbox"/>	_____
	G	<input type="checkbox"/>	_____
	I	<input type="checkbox"/>	_____
	U	<input type="checkbox"/>	_____
	N/A	<input type="checkbox"/>	_____

General Factors	Rating	Supportive Details or Comments
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7. Creativity – The extent to which an employee proposes ideas; finds new and better ways of doing things.	O <input type="checkbox"/> G <input type="checkbox"/> I <input type="checkbox"/> U <input type="checkbox"/> N/A <input type="checkbox"/>	<hr/> <hr/> <hr/> <hr/> <hr/>
8. Initiative - The extent to which an employee seeks out new assignments and assumes additional duties when necessary.	O <input type="checkbox"/> G <input type="checkbox"/> I <input type="checkbox"/> U <input type="checkbox"/> N/A <input type="checkbox"/>	<hr/> <hr/> <hr/> <hr/> <hr/>
9. Adherence to Policy – The extent to which an employee follows safety and conduct rules, other regulations and adheres to district policies.	O <input type="checkbox"/> G <input type="checkbox"/> I <input type="checkbox"/> U <input type="checkbox"/> N/A <input type="checkbox"/>	<hr/> <hr/> <hr/> <hr/> <hr/>
10. Interpersonal Relationships – The extent to which an employee is willing and demonstrates the ability to cooperate, work and communicate with coworkers, supervisors, subordinates and/or outside contacts.	O <input type="checkbox"/> G <input type="checkbox"/> I <input type="checkbox"/> U <input type="checkbox"/> N/A <input type="checkbox"/>	<hr/> <hr/> <hr/> <hr/> <hr/>
11. Judgment – The extent to which an employee demonstrates proper judgment and decision-making skills when necessary.	O <input type="checkbox"/> G <input type="checkbox"/> I <input type="checkbox"/> U <input type="checkbox"/> N/A <input type="checkbox"/>	<hr/> <hr/> <hr/> <hr/> <hr/>

Complete all of the following sections.

1. Accomplishments or new abilities demonstrated since last review _____

2. Specific areas of needed improvement _____

3. Professional development undertaken during this year _____

Employee comments are optional and may be attached to this evaluation within ten days of the evaluation date.

Discussed with individual on ___/___/___ Employee's Signature* _____
* I acknowledge that this Performance Appraisal was discussed with me.

Follow-up requested/desired Yes No Follow-up Date ___/___/___

Evaluator's Signature _____ Evaluation Date ___/___/___