

Monte Vista School District Support Staff Evaluation

Name: _____ Position: _____

Directions to Supervisors: Use the following scale to rate the employee in each of the below areas. Add any written comments that are appropriate. Then hold a personal conference with the employee and cooperatively determine one goal for improvement for the next twelve-month period. The signed document should then be submitted to the next-level supervisor for review.

Rating Scale: 5 = Outstanding or consistently superior
 4 = Above average or sometimes superior
 3 = Average or consistently satisfactory
 2 = Below average or sometimes acceptable
 1 = Unsatisfactory
 N/A = Not applicable to position

- 1. Quality of Work - accurate, thorough, economical _____
- 2. Quantity of Work - productive _____
- 3. Dependability - follows instructions, punctual _____
- 4. Cooperation - works well with supervisors/co-workers _____
- 5. Initiative - self-starting, self-reliant _____
- 6. Self-Improvement - seeks instruction and knowledge _____
- 7. Personality - friendly, courteous _____
- 8. Representation of District - Speaks well of district
and its employees _____

Supervisor Comments: _____

Improvement Goal: _____

(Evaluatee may provide written comments on the reverse side of this form. Signature by the evaluatee does not necessarily constitute agreement with the ratings or comments. Any remediation plan information may also be written on the reverse side of this form.)

Evaluatee Signature/Date: _____ / _____

Evaluator Signature/Date: _____ / _____

Reviewer Signature/Date: _____ / _____