

RSU No. 5 Professional Classified Employee

Evaluation Form

Date:

Employee's Name:

School:

Position:

Evaluator:

Personal Characteristics:

Human Interactions:

Positive Classroom Environment:

Instruction:

Professional Growth:

Key

NA: **Not applicable** to employee being evaluated.

- 1: **Needs Improvement**; performance is not consistent and sometimes falls short of normal expectations.
- 2: **Partially Meets Expectations**; employee generally does a satisfactory job but could use improvement.
- 3: **Meets Expectations**; employee meets supervisor's expectations on performance criteria
- 4: **Exceeds Expectations**; performance exceeds the level supervisor normally expects.

1. Job Knowledge

- 1. Demonstrates overall knowledge of the job.
- 2. Focuses on the good of the department.
- 3. Competent in required job skills and knowledge.
- 4. Exhibits ability to learn and apply new skills.
- 5. Keeps abreast of current trends.
- 6. Uses resources effectively and efficiently

	NA	1	2	3	4
Q1					
Q2					
Q3					
Q4					
Q5					
Q6					

Total Score Job Knowledge Grade:

Additional Comments:

2. Work Skills and Habits

- 1. Sets and defines goals and objectives.
- 2. Prioritizes and plans work activities.
- 3. Demonstrates ability to meet deadlines.
- 4. Uses time efficiently.
- 5. Achieves established goals
- 6. Strives to increase productivity.
- 7. Completes work in a timely manner.
- 8. Works in an organized manner.
- 9. Shows an ability to analyze a situation when dealing with a problem.

	NA	1	2	3	4
Q1					
Q2					
Q3					
Q4					
Q5					
Q6					
Q7					
Q8					
Q9					

Total Score Work Skills and habits Grade:

Additional Comments:

3. Customer Service and Public Relations

1. Responds in a timely manner to questions from customers.
2. Handles concerns or complaints from customers properly.
3. Demonstrates friendliness and desire to help the public.
4. Strives to be helpful when in contact with the public.
5. Displays positive outlook and pleasant manner.
6. Exhibits tact and consideration when dealing with the public.

	NA	1	2	3	4
Q1					
Q2					
Q3					
Q4					
Q5					
Q6					

Total Score Customer Service and Public Relations Grade:

Additional Comments:

4. Communication Skills

1. Conveys ideas and thoughts verbally to other staff.
2. Conveys ideas and thoughts well in written form.
3. Exhibits good listening and comprehension.
4. Keeps office staff informed of issues.
5. Gives and welcomes feedback.

	NA	1	2	3	4
Q1					
Q2					
Q3					
Q4					
Q5					

Total Score Communication Skills Grade:

Additional Comments:

5. Innovation/Imagination/Creativity

1. Displays original thinking and creativity.
2. Generates suggestions for improving work.
3. Meets challenges with resourcefulness.
4. Develops creative approaches and ideas.
5. Develops new programs on a regular basis.

	NA	1	2	3	4
Q1					
Q2					
Q3					
Q4					
Q5					

Total Score Innovation/Imagination/Creativity Grade:

Additional Comments:

6. Responsibility and Dependability

1. Displays willingness to make decisions.
2. Exhibits sound and accurate judgment.
3. Meets attendance and punctuality guidelines.
4. Follows instruction & responds to direction.
5. Takes responsibility for own actions.
6. Keeps commitments.
7. Commits to doing the best job possible.

	NA	1	2	3	4
Q1					
Q2					
Q3					
Q4					
Q5					
Q6					
Q7					

Total Score Responsibility and Dependability Grade:

Additional Comments:

7. Initiative

1. Undertakes self-development activities.
2. Seeks increased responsibility.
3. Is self-motivated.
4. Looks for and takes advantage of opportunities.
5. Takes independent actions and calculated risks.
6. Looks for ways to improve and promote quality programs.

	NA	1	2	3	4
Q1					
Q2					
Q3					
Q4					
Q5					
Q6					

Total Score Initiative Grade:

Additional Comments:

8. Team Work

1. Demonstrates the ability to work cooperatively with others.
2. Offers assistance and support to coworkers.
3. Adapts to change.
4. Keeps others adequately informed about issue and/or concerns within the office.
5. Displays understanding of how job relates to others.
6. Willing to go the extra mile for the better of the office.

	NA	1	2	3	4
Q1					
Q2					
Q3					
Q4					
Q5					
Q6					

Total Score Team Work Grade:

Additional Comments

Employee Comments:

Employee Acknowledgment:

I have reviewed this document and discussed the contents with my supervisor. My signature means that I have been advised of my performance status and does not necessarily imply that I agree with the evaluation.

Employee Signature

Date

Supervisor Signature

Date

Score:

Q1:

Q2:

Q3:

Q4:

Q5:

Q6:

Q7:

Q8:

Total Score:

Average Score: