

**Dougherty County School System
Performance Evaluation Review
Support Staff**

EMPLOYEE DATA:

Employee: _____ **SS#:** _____ **Emp. #** _____

Department: _____

Position: _____

From:
To:

Supervisor: _____

Hire Date:

Evaluation Period: From: _____ **To:** _____

**Date
Discussed:**

PART I. Performance Assessment

Action Required

KNOWLEDGE OF WORK:

Knowledgeable in all aspects of the position and possesses the essential skills to complete tasks. Is aware of changes and trends in knowledge related to the position.

- Well informed on all phases of work.
- Thorough knowledge allowing for performance without assistance.
- Adequate grasp of essentials with some assistance.
- Constantly requires assistance in performing duties.
- Inadequate job knowledge.

- Yes**
- No**

QUALITY OF WORK:

Employee's neatness, accuracy and dependability of results.

- Work is consistently neat and accurate and requires review only as prescribed by procedure.
- Work requires little review and is generally accurate and neat.
- Work is accomplished with an acceptable degree of accuracy and neatness.
- Work is inconsistent in quality and completeness and requires close supervision.
- Work is consistently inaccurate and disorderly.

- Yes**
- No**

QUANTITY OF WORK:

The volume of work produced under normal conditions.

- Consistently turns out exceptionally large amounts of work.
- Maintains a high level of production.
- Turns out a normal amount of work at a steady pace.
- Often turns out less than normal amounts of work.
- Excessively slow worker.

- Yes**
- No**

ORAL EXPRESSION:

Ability in expressing ideas and feelings through conversations.

- Effective communicator. Always tactful, coherent and pleasant.
- Communications are generally clear and understandable.
- Expresses himself/herself adequately.
- Barely competent and frequently unclear.
- Ineffective communicator.

- Yes**
- No**

<p><u>WRITTEN EXPRESSION:</u> Ability of expression of the employee through formal communication.</p> <ul style="list-style-type: none"> ○ Communications are convincing and easily understood. ○ Very effective in communicating ideas. Good grasp of syntax. ○ Communications are generally clear and require little revision. ○ Communications often unclear, misunderstood and require great deal of revision. ○ Unable to communicate ideas in written form. 	<ul style="list-style-type: none"> ○ Yes ○ No
<p><u>FLEXIBILITY:</u> Ability of employee to cope with new and changing conditions.</p> <ul style="list-style-type: none"> ○ Exceptionally fast in learning and adjusting to changing situations. Accepts change readily. ○ Accepts change and easily adjusts to new situations. ○ Some reluctance in accepting change, but adjusts and learns new duties adequately. ○ Resists changing situations and has difficulty in learning new responsibilities. ○ Functions poorly under changing situations 	<ul style="list-style-type: none"> ○ Yes ○ No
<p><u>INITIATIVE:</u> Characteristics of actions towards new and changing conditions.</p> <ul style="list-style-type: none"> ○ Definitely a self-starter. Resourceful in any situation with good follow through ○ Starts well. Often seeks out new solutions. Carries on well with projects. ○ Accepts opportunity to increase value of job or contribution once supervisory direction is given. ○ Follows a patterned way of doing job without concern as to improvement. ○ Resists change. Slow getting started. Has to be prodded. 	<ul style="list-style-type: none"> ○ Yes ○ No
<p><u>JUDGMENT AND PROBLEM SOLVING:</u> Ability to form opinions about things or events in carrying out work.</p> <ul style="list-style-type: none"> ○ Outstandingly quick thinker. Logical in the process. Takes full responsibility for the results. ○ Often makes good decisions based on sound reasoning on non-routine subjects. ○ Usually solves problems in an efficient manner with occasional supervisory assistance. ○ Often needs supervisory guidance in solving routine problems. ○ Unwilling or unable to make sound decisions. 	<ul style="list-style-type: none"> ○ Yes ○ No
<p><u>ORGANIZATION OF WORK:</u> Methods of accomplishment, workload, and maintenance of work area.</p> <ul style="list-style-type: none"> ○ Plan in advance and saves effort by having clear plans for accomplishing work objectives. ○ Work area and work in progress organized so that another qualified employee can fill in with minimum delay if necessary. ○ Usually maintains an orderly work area and follows a logical plan for accomplishing objectives. ○ Requires constant supervisory motivation to keep work-in-progress in an orderly manner. ○ Work and work area disorganized making completion and follow-up difficult 	<ul style="list-style-type: none"> ○ Yes ○ No

COMPLIANCE WITH WRITTEN PROCEDURES:

Methods of accomplishment, workload, and maintenance of work area.

- Always complies with existing procedures or follows proper method for revising the procedures.
- Usually follows procedures and often makes suggestions for revisions.
- Generally follows procedures but seldom suggests revisions.
- Does not comply with all steps of procedures in the prescribed order.
- Ignores procedures.

- Yes**
- No**

COOPERATION:

A. Actions of the employee in dealing with fellow workers and/or supervisory personnel.

- Goes out the way to cooperate with associates and supervisors.
- Gets along well with associates and supervisors.
- Seldom causes disruptions. Usually works harmoniously with others.
- Often shows reluctance to cooperate with others.
- Constantly causes friction in the work relationship with others.

- Yes**
- No**

B. Actions of the employee in achieving school system goals and implementing policies and procedures.

- Goes out of the way to cooperate in achieving and implementing goals, policies and procedures.
- Almost always cooperates in achieving and implementing goals, policies and procedures.
- Sometimes cooperates in achieving and implementing goals, policies and procedures.
- Shows reluctance to cooperate with the school system in its endeavors.
- Is consistently negative about any school system endeavor and tries to influence others to follow the same trend.

- Yes**
- No**

ATTENDANCE:

- Frequent lateness or absence from work. Very poor attendance record.
- Absences or lateness below standards.
- Satisfactory attendance record.
- Rarely late or absent.
- Almost never late or absent.

- Yes**
- No**

PART II. Developmental Plans

Major areas requiring performance improvement:

Action plan for improvement:

Completion Date:

PART III. Developmental Expectations

Comment on the major areas requiring performance improvement and the success of action plan since last review.

Areas of improvement:

Action plan:

Supervisor's Comments:

PART IV. Accomplishments and Contributions

Describe the progress of the employee in other area besides those listed in Part IV above.

PART V. Major Strengths

PART VI. Major Weaknesses

PART VII. Training and Development

What training or development programs do you recommend for the employee over the next review period?

