

Performance Evaluation

Extra Pay for Extra Duty Staff

 Employee Name:

 Assignment Title:

 Review Date:

 Evaluator:

Performance Area: Leadership			
Criteria	Level of Performance		Comments
Provides leadership for the department/program.	<input type="checkbox"/> Meets Expectations	<input type="checkbox"/> N/A	
	<input type="checkbox"/> Below Expectations		
Assists in short and long term planning.	<input type="checkbox"/> Meets Expectations	<input type="checkbox"/> N/A	
	<input type="checkbox"/> Below Expectations		
Holds appropriate meetings.	<input type="checkbox"/> Meets Expectations	<input type="checkbox"/> N/A	
	<input type="checkbox"/> Below Expectations		
Communicates and implements clear purpose and mission related to the activity.	<input type="checkbox"/> Meets Expectations	<input type="checkbox"/> N/A	
	<input type="checkbox"/> Below Expectations		
Interacts within a group effectively.	<input type="checkbox"/> Meets Expectations	<input type="checkbox"/> N/A	
	<input type="checkbox"/> Below Expectations		
Implements effective techniques in conveying ideas and gathering information.	<input type="checkbox"/> Meets Expectations	<input type="checkbox"/> N/A	
	<input type="checkbox"/> Below Expectations		
Demonstrates understanding and acceptance of diverse groups.	<input type="checkbox"/> Meets Expectations	<input type="checkbox"/> N/A	
	<input type="checkbox"/> Below Expectations		
Uses discretion and sensitivity in handling confidential and difficult situations.	<input type="checkbox"/> Meets Expectations	<input type="checkbox"/> N/A	
	<input type="checkbox"/> Below Expectations		
Maximizes available talents and skills.	<input type="checkbox"/> Meets Expectations	<input type="checkbox"/> N/A	
	<input type="checkbox"/> Below Expectations		
Demonstrates effective organizational skills.	<input type="checkbox"/> Meets Expectations	<input type="checkbox"/> N/A	
	<input type="checkbox"/> Below Expectations		
Deals effectively with demands on one's time.	<input type="checkbox"/> Meets Expectations	<input type="checkbox"/> N/A	
	<input type="checkbox"/> Below Expectations		
Plans, schedules and delegates responsibilities.	<input type="checkbox"/> Meets Expectations	<input type="checkbox"/> N/A	
	<input type="checkbox"/> Below Expectations		
Uses available resources effectively	<input type="checkbox"/> Meets Expectations	<input type="checkbox"/> N/A	
	<input type="checkbox"/> Below Expectations		
Assume professional responsibilities.	<input type="checkbox"/> Meets Expectations	<input type="checkbox"/> N/A	
	<input type="checkbox"/> Below Expectations		
Participates in professional growth activities.	<input type="checkbox"/> Meets Expectations	<input type="checkbox"/> N/A	
	<input type="checkbox"/> Below Expectations		
Demonstrates personal motivation and self discipline.	<input type="checkbox"/> Meets Expectations	<input type="checkbox"/> N/A	
	<input type="checkbox"/> Below Expectations		
Serves as an appropriate role model.	<input type="checkbox"/> Meets Expectations	<input type="checkbox"/> N/A	
	<input type="checkbox"/> Below Expectations		
Demonstrates appropriate judgement.	<input type="checkbox"/> Meets Expectations	<input type="checkbox"/> N/A	
	<input type="checkbox"/> Below Expectations		
Adjusts decisions and judgements based on happenings and environment.	<input type="checkbox"/> Meets Expectations	<input type="checkbox"/> N/A	
	<input type="checkbox"/> Below Expectations		

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Performance Area: Leadership (Continued)			
Criteria	Level of Performance		Comments
Reaches logical conclusions and makes quality decisions based upon available information.	<input type="checkbox"/> Meets Expectations	<input type="checkbox"/> N/A	
	<input type="checkbox"/> Below Expectations		

Performance Area: Communication			
Criteria	Level of Performance		Comments
Uses effective communication skills.	<input type="checkbox"/> Meets Expectations	<input type="checkbox"/> N/A	
	<input type="checkbox"/> Below Expectations		
Speaks and writes clearly, correctly, and effectively.	<input type="checkbox"/> Meets Expectations	<input type="checkbox"/> N/A	
	<input type="checkbox"/> Below Expectations		
Communicates effectively with varied audiences.	<input type="checkbox"/> Meets Expectations	<input type="checkbox"/> N/A	
	<input type="checkbox"/> Below Expectations		
Demonstrates effective interpersonal skills.	<input type="checkbox"/> Meets Expectations	<input type="checkbox"/> N/A	
	<input type="checkbox"/> Below Expectations		
Initiates communication when appropriate.	<input type="checkbox"/> Meets Expectations	<input type="checkbox"/> N/A	
	<input type="checkbox"/> Below Expectations		
Shares ideas and techniques.	<input type="checkbox"/> Meets Expectations	<input type="checkbox"/> N/A	
	<input type="checkbox"/> Below Expectations		
Is receptive to the ideas of others.	<input type="checkbox"/> Meets Expectations	<input type="checkbox"/> N/A	
	<input type="checkbox"/> Below Expectations		
Facilitates group communication and activity effectively.	<input type="checkbox"/> Meets Expectations	<input type="checkbox"/> N/A	
	<input type="checkbox"/> Below Expectations		

Performance Area: Administration			
Criteria	Level of Performance		Comments
Meets deadlines consistently.	<input type="checkbox"/> Meets Expectations	<input type="checkbox"/> N/A	
	<input type="checkbox"/> Below Expectations		
Plans and organizes to accomplish tasks on time effectively.	<input type="checkbox"/> Meets Expectations	<input type="checkbox"/> N/A	
	<input type="checkbox"/> Below Expectations		
Makes others aware of deadlines and their importance.	<input type="checkbox"/> Meets Expectations	<input type="checkbox"/> N/A	
	<input type="checkbox"/> Below Expectations		
Completes reports promptly and accurately.	<input type="checkbox"/> Meets Expectations	<input type="checkbox"/> N/A	
	<input type="checkbox"/> Below Expectations		
Maintains required records.	<input type="checkbox"/> Meets Expectations	<input type="checkbox"/> N/A	
	<input type="checkbox"/> Below Expectations		
Follows district policies.	<input type="checkbox"/> Meets Expectations	<input type="checkbox"/> N/A	
	<input type="checkbox"/> Below Expectations		
Stays informed of district policies and procedures.	<input type="checkbox"/> Meets Expectations	<input type="checkbox"/> N/A	
	<input type="checkbox"/> Below Expectations		
Implements established safety and medical procedures.	<input type="checkbox"/> Meets Expectations	<input type="checkbox"/> N/A	
	<input type="checkbox"/> Below Expectations		

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Performance Area: Administration (Continued)			
Criteria	Level of Performance		Comments
Makes appropriate decisions following approved guidelines.	<input type="checkbox"/> Meets Expectations	<input type="checkbox"/> N/A	
	<input type="checkbox"/> Below Expectations		
Provides for management of equipment, facilities, and budget.	<input type="checkbox"/> Meets Expectations	<input type="checkbox"/> N/A	
	<input type="checkbox"/> Below Expectations		
Maintains an effective procedure for handling equipment.	<input type="checkbox"/> Meets Expectations	<input type="checkbox"/> N/A	
	<input type="checkbox"/> Below Expectations		
Utilizes and monitors facilities according to policy.	<input type="checkbox"/> Meets Expectations	<input type="checkbox"/> N/A	
	<input type="checkbox"/> Below Expectations		
Is responsible for the development and monitoring of the budget.	<input type="checkbox"/> Meets Expectations	<input type="checkbox"/> N/A	
	<input type="checkbox"/> Below Expectations		

Recommendation from Evaluator:

<input type="checkbox"/> Meets Expectation recommended for continued assignment	<input type="checkbox"/> Probationary recommended for continued assignment provided an understanding can be reached in areas where improvement is suggested. A "Noted for Development PDP" must be developed.	<input type="checkbox"/> Below Expectation Not recommended for continued assignment
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Additional Comments

My signature on this evaluation indicates that this document has been reviewed with me. It does not necessarily indicate that I agree with the evaluation. I understand that I have the right to respond in writing to the statements and/or evaluation within five working days and that my comments will be attached to the evaluation form in my personnel file.

Employee Signature

Date

Evaluator Signature and Title

Date