

School Committee Staff Assistant Evaluation Instrument

Employee's
Name: _____

Job
Title: _____

Evaluator's
Name: _____

Evaluator's
Title: _____

Key:

- E** = Exceeds expectations – model for others, goes beyond the requirements of the job
- M** = Meets expectations – fulfills the requirements of the job.
- NI** = Needs Improvement – fulfills most of the requirements of the job.
- U** = Unsatisfactory – does not fulfill the requirements of the job.
- NA** = Not applicable to the position being evaluated.

Quantity and quality of work	E	M	NI	U	NA
A. Demonstrates knowledge of job					
B. Amount of work accomplished					
C. Performs work accurately					
D. Work is neat and presentable					
E. Work is thorough					
F. Organizes work efficiently					
G. Is current with and uses technology					

Supervisor's Comments:

Employee's Comments:

Work Habits	E	M	NI	U	NA
H. Is regular in attendance at work					
I. Observes established working hours					
J. Completes work on time					
K. Can work without immediate supervision					
L. Complies with building/department policies					
M. Complies with rules and regulations					
N. Follows instructions					

Supervisors Comment:

Employee's Comment:

Work Attitude	E	M	NI	U	NA
O. Tries to improve work techniques					
P. Accepts new ideas and procedures					
Q. Accepts constructive criticism					
R. Accepts responsibility					
S. Exercises good judgment					
T. Adapts to emergency situations					

Supervisor's Comments:

Employee's Comments:

Relationships with Others	E	M	NI	U	NA
U. Works well with co-workers					
V. Works well with parents					
W. Works well with students					
X. Works well with public					
Y. Cooperates with supervisors & staff					
Z. Observes lines of communication					

Supervisor's Comments:

Employee's Comments:

Supervisor's Comments on Entire Evaluation:

Employee's Comments on Entire Evaluation:

Supervisor Signature: _____

Date: _____

Employee Signature: _____

Date: _____

Adopted: November 9, 2004

