Staff Evaluation

|  |  |
| --- | --- |
| Exceeds expectations | Performance is consistently exceeds standards overall. Contribution is noticeably above expectations. |
| Meets expectations | Performance meets standards. Contribution is sufficient and acceptable |
| Does not meet expectations | Performance is clearly below the level of acceptability. Professional development or other job action is required. |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Category | Exceeds expectations | Meets expectations | Does not meet  expectations | Comments |
| Job Knowledge |  |  |  |  |
| Job Performance |  |  |  |  |
| Dependability |  |  |  |  |
| Communication Skills |  |  |  |  |
| Work Relationship with Peers |  |  |  |  |
| Work Relationship with Families |  |  |  |  |
| Work relation hip with Director |  |  |  |  |
| Supervisory Ability |  |  |  |  |
| Attendance |  |  |  |  |
| Punctuality |  |  |  |  |
| Ability to Meet Deadlines |  |  |  |  |
| Professionalism |  |  |  |  |

Current job was reviewed:

\_\_No Revisions

\_\_Revisions

\_\_Other (Attached)

Supervisor’s Comments:

Employee’s Comments:

Supervisor’s Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Employee’s Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Employee Note: By signing this performance evaluation I acknowledge that I have read this rating and my supervisor has explained each area to me. If I do not agree with the rating I understand that I may attach a written statement to be included in my personnel file.

11/19