

Wayne Township Public Schools OFFICE STAFF EVALUATION FORM

Name: _____ Evaluator: _____

Department/School: _____ Date of Evaluation: _____

Job Title: _____

Definition of Ratings:

Please evaluate the employee's performance in the indicated areas using the following standards:

- Highly Effective (HE): Consistent performance at an advanced skill level.
- Effective (E): Consistent performance at a proficient level.
- Partially Effective (PE): Performance at a developing skill level or inconsistent performance at a proficient level. Improvement needed.
- Ineffective: (I): Performance at a non-proficient level; unacceptable performance.

Communication and Interpersonal Skills	HE	E	PE	I	COMMENTS
Communicates clearly and accurately both verbally and in writing.					
Keeps others informed.					
Interacts effectively with a wide diversity of individuals and work styles.					
Maintains a pleasant and professional demeanor in all interpersonal relationships.					
Capable of resolving conflicts.					
Receptive to feedback.					
Maintains effective working relationships.					
Works cooperatively in team situations.					
Offers assistance and support to others.					

Comments:

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Job Knowledge/Productivity/Quality of Work	HE	E	PE	I	COMMENTS
Understands the duties and responsibilities of the job.					
Has knowledge of district policies, procedures and technical expertise.					
Uses information, materials, equipment and techniques.					
Keeps up-to-date with new district policies, procedures, techniques.					
Consistently manages assigned workload.					
Establishes and manages priorities effectively.					
Uses time efficiently.					
Shows attention to detail, accuracy, follow-through and thoroughness.					
Exercises good judgment and discretion in matters relative to sensitive or confidential issues.					

Comments:

Adaptability, Flexibility, Dependability	HE	E	PE	I	COMMENTS
Adapts to changes in the work environment.					
Performs well under pressure.					
Learns and retains new information, district policies, procedures.					
Is punctual and maintains good attendance.					
Works independently.					
Completes assignments and meets commitments and deadlines.					

Comments

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Initiative and Problem Solving	HE	E	PE	I	COMMENTS
Is a self-starter.					
Generates innovative ideas, approaches and solutions.					
Anticipates and recognizes potential problems.					
Generates alternative solutions when solving problems.					

Comments:

Recommendations:

1. ____ Fulfilling professional responsibilities.
2. ____ The need for improvement is indicated.
3. ____ Transfer to another department or school is recommended.
4. ____ Not recommended for continued employment in the Wayne School System.

If number four is checked, an accompanying statement from the Supervisor/Administrator will be sent to the employee and the Superintendent. This statement shall include only those items that have been previously brought to the individual's attention.

Supervisor/Administrator Signature _____ **Date** _____

I acknowledge that I have had the opportunity to review this material with the express understanding that my signature is no way indicates agreement with the contents thereof. I further acknowledge that I also have the right to submit a written response to this material and that my answer shall be reviewed by the Superintendent or a designee and attached to the file copy.

Employee Signature _____ **Date** _____