

Performance Accountabilities

Performance Ratings:

- **Exceeds Expectations:** Exhibits and remains current with in-depth knowledge of processes, procedures, skills, regulations, equipment, and materials.
- **Meets Expectations:** Demonstrates and applies the basic knowledge of the processes, procedures, skills, regulations, equipment, and materials necessary to perform the job.
- **Does Not Meet Expectations:** Is deficient in the necessary knowledge of the processes, procedures, skills, regulations, equipment, and materials necessary to perform the job.

Used constructively, this program of performance evaluation can prove to be a valuable tool regarding individual career advancement and result in increased productivity.

	N/A	Exceeds Expectations	Meets Expectations	Does Not Meet Expectations
Attitude	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Positive approach and disposition toward coworkers and/or job responsibilities.				
Employee Self-Evaluation Rating:	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Evaluator Comments				

	N/A	Exceeds Expectations	Meets Expectations	Does Not Meet Expectations
Communication	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Effectively communicates key decisions and encouraged two-way communication in a timely fashion.				
Employee Self-Evaluation Rating:	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Evaluator Comments				

	N/A	Exceeds Expectations	Meets Expectations	Does Not Meet Expectations
Professionalism	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Handles conflict resolution, sensitivity, and confidentially appropriately. Interacts effectively with all stakeholders and maintains a professional appearance and demeanor.				
Employee Self-Evaluation Rating:	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Evaluator Comments				

	N/A	Exceeds Expectations	Meets Expectations	Does Not Meet Expectations
Visionary Leadership	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Able to adapt and support change. Is a visionary change agent and innovator and has improved workforce environment to meet strategic objectives.				
Employee Self-Evaluation Rating: <input type="radio"/>				
Evaluator Comments				

	N/A	Exceeds Expectations	Meets Expectations	Does Not Meet Expectations
Initiative	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Self motivated and works without supervision.				
Employee Self-Evaluation Rating: <input type="radio"/>				
Evaluator Comments				

	N/A	Exceeds Expectations	Meets Expectations	Does Not Meet Expectations
Knowledge	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Knowledgeable with equipment, materials, skills processes, and procedures.				
Employee Self-Evaluation Rating: <input type="radio"/>				
Evaluator Comments				

	N/A	Exceeds Expectations	Meets Expectations	Does Not Meet Expectations
Organization	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Able to prioritize, stay on task, and effectively manage workload.				
Employee Self-Evaluation Rating: <input type="radio"/>				
Evaluator Comments				

	N/A	Exceeds Expectations	Meets Expectations	Does Not Meet Expectations
Quality of Work	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Completes work on time and meets quality standards. Follows laws, regulations, and Board Policies.				
Employee Self-Evaluation Rating: <input type="radio"/>				
Evaluator Comments				

	N/A	Exceeds Expectations	Meets Expectations	Does Not Meet Expectations
Workplace Safety	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Follows all safety protocols. Is able to facilitate, evaluate, and implement changes when necessary.				
Employee Self-Evaluation Rating: <input type="radio"/>				
Evaluator Comments				

	N/A	Exceeds Expectations	Meets Expectations	Does Not Meet Expectations
Teamwork	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Works cooperatively and collaboratively as a team member in support of the districts mission and strategic objectives.				
Employee Self-Evaluation Rating: <input type="radio"/>				
Evaluator Comments				

	N/A	Exceeds Expectations	Meets Expectations	Does Not Meet Expectations
Punctuality and Attendance	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Respects scheduled hours, consistently punctual, and give appropriate notice for absences.				
Employee Self-Evaluation Rating: <input type="radio"/>				
Evaluator Comments				

	N/A	Exceeds Expectations	Meets Expectations	Does Not Meet Expectations
Other	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Describe a performance area not listed above and the employees performance in regards to the area.				
Employee Self-Evaluation Rating: <input type="radio"/>				
Evaluator Comments				

Performance Summary (please include all significant aspects of this evaluation period)

Employee Self-Evaluation Comments

Evaluator Final Summary

Improvement Plan (for areas not meeting expectations)

Create an improvement plan for this employee.

Growth / Goals (please include goals for year currently being evaluated and for the upcoming year)

Employee Self-Evaluation Comments – Growth / Goals

Evaluator Comments – Growth / Goals