

**Orleans Central Supervisory Union
Support Staff Evaluation Form**

Employee _____ Job Title _____

Evaluator _____ Date _____

Rating Scale

- E - Excels (consistently met to an outstanding level)
- P - Performs well (consistently met to an acceptable and satisfactory degree)
- D - Developing (shows evidence of developing to an acceptable and satisfactory degree)
- N - Needs Improvement (requires improvement if performance is to become acceptable or satisfactory)
- X - Not observed (does not apply to the specific assignment)

Rating	Quality of Job Performance	Comments
	Accuracy	
	Neatness	
	Thoroughness	
	Promptness of completion	
Rating	Attitude	Comments
	Initiative	
	Accepts directions	
	Ability to plan and organize work	
	Compliance with rules, regulations, policies	
	Cooperative	
Rating	Knowledge of Job Skills	Comments
	Level of understanding	
	Methods and procedures	
	Operations/Care of equipment	

	Safety practice	
Rating	Dependability	Comments
	Punctuality	
	Attendance	
	Working in absence of direct supervision	
Rating	Supervisory Skills	Comments
	Judgment and decisions	
	Evaluating subordinates	
	Leadership	
	Planning and organization	
	Problem solving	
	Training and instructing subordinates	
Rating	Personal Qualities	Comments
	Tact, courtesy, patience	
	Working in harmony with others	
	Rapport with staff, students, parents, and public	
	Uses good judgment	

Evaluator(s) Comments:

Employee Signature

Date

Evaluator(s) Signature

Date

These signatures indicate that the employee and evaluator (s) discussed the report. It does not necessarily denote mutual agreement with all the factors of the evaluation.