



NORFOLK PUBLIC SCHOOLS
CLASSIFIED STAFF: EVALUATION DOCUMENT
Updated 2018

Employee Name: _____

School/Department: _____ Job Assignment: _____

PERFORMANCE CRITERIA

1. **Job Knowledge:** Information and understanding of job requirements.

- Excellent Satisfactory Needs Improvement Unacceptable
- Possesses, maintains and demonstrates competence in assigned job position.
 - Demonstrates proficiency in the proper use of materials and equipment.
 - Demonstrates the ability to understand, interpret and follow plans and/or instructions.
 - Demonstrates proficiency in the proper application of policies and procedures.
 - Continues to develop professionally and refine job knowledge and skills.

Comments:

2. **Initiative:** Self-motivated to achieve job expectations.

- Excellent Satisfactory Needs Improvement Unacceptable
- Works independently within reasonable guidelines to accomplish tasks.
 - Is able to assess tasks needed to complete objectives.
 - Contributes information thoughtfully.
 - Seeks solutions to various challenges.
 - Actively looks for ways to improve the work environment.
 - Willingly helps others.

Comments:

3. **Adaptability:** Ability to adjust to new assignments or working conditions.

- Excellent Satisfactory Needs Improvement Unacceptable
- Demonstrates flexibility in accepting various work assignments.
 - Strives to learn new skills and/or information pertinent to job assignment.
 - Interacts well with a variety of colleagues.
 - Adjusts readily to emergency and/or temporary demands.

Comments:



4. **Dependability:** Degree to which employee can be depended upon to complete tasks.

- Excellent Satisfactory Needs Improvement Unacceptable
- Completes tasks in a timely and effective manner.
 - Follows directions well.
 - Requires minimal supervision while doing familiar tasks.
 - Supports fellow employees in the fulfillment of their job assignments.

Comments:

5. **Interpersonal Skills:** Cooperative, considerate, tactful, understands instructions, communicates with others effectively.

- Excellent Satisfactory Needs Improvement Unacceptable
- Interacts and works well with others.
 - Maintains confidentiality
 - Works to improve morale.
 - Supports a “team player” environment.
 - Communicates clearly, tactfully and appropriately with others.
 - Employs professionally appropriate language, demeanor and appearance.

Comments:

6. **Safety:** Attention to safety standards for self/others/district.

- Excellent Satisfactory Needs Improvement Unacceptable
- Employs procedures, rules, and codes as prescribed by district, state and local entities.
 - Follows safe and acceptable practices when utilizing equipment, materials, vehicles and/or tools.
 - Is observant to the well being and safety of others at all times.
 - Participates in district sponsored safety and health related training.

Comments:

7. **Attendance and Punctuality:** Maintains prompt and timely attendance.

- Excellent Satisfactory Needs Improvement Unacceptable
- Adheres to assigned work days and hours.
 - Demonstrates proper use of leave procedures.
 - Maintains punctuality and is ready to work during assigned hours.
 - Gives supervisor reasonable notice when intending to utilize leave.

Comments:



8. Quality of Work: Accuracy, thoroughness and effectiveness of work.

- Excellent Satisfactory Needs Improvement Unacceptable
 Performs work in accordance with generally accepted professional standards.
 Assignments are completed with work areas left neat and safe.
 The employee takes pride in his/her work.
 The employee asks for help and/or advice from fellow employees and/or supervisor when needed.

Comments:

Recommendations for Continued Growth:

In summary, based upon adopted criteria, this employee’s overall performance has been:

- satisfactory**; or
 unsatisfactory during the evaluation period covered by this report.

Evaluator: _____

Date: _____

Employee Signature: _____

Date: _____

**Both signatures are required. Signing of this instrument acknowledges participation in, but not necessarily concurrence with the evaluation.*

Employee’s comments (if desired):