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EXHIBIT EXHIBIT

**EVALUATION OF SUPPORT
STAFF MEMBERS**

(Performance Rating Report)

Employee _____ Department _____

Supervisor _____ Date of rating _____

Rating scale:

1 = outstanding 2 = satisfactory 3 = improvement needed 4 = unsatisfactory

1 2 3 4 RATING FACTORS:

1. **Quality of work:** The ability to produce work that satisfies or surpasses job requirements. Consider accuracy, completeness, thoroughness, neatness of work.

2. **Quantity of work:** Volume or amount of work done.

3. **Knowledge:** Knowledge of methods, materials, objectives, and other fundamental information skills.

4. **Adaptability:** Ability to learn, perform under changes and in emergencies, grasp detail, comprehend differences between important and trivial.

5. **Work habits:** Organization of work, care of equipment, safety, industry.

6. **Working relationship with students and other employees:** Ability to get along with the students and other employees.

7. **Dependability:** Degree to which employee can be relied upon to do the job without close supervision. Punctuality, attendance on the job.

1 2 3 4

8. **Attitude:** Interest in work, willingness to meet job requirements and accept suggestions, loyalty to the organization, ethical conduct.

9. **Personal fitness:** Physical capacity, appearance, personal habits.

10. **Judgment:** Soundness of decisions, common sense.

OVERALL RATING (average): Should reflect the above ratings.

Number of days absent for any reason _____ .

Comments:

1. What are the employee's strengths? ("Outstanding" ratings must be explained in this space.)

2. What are the employee's weaknesses? ("Unsatisfactory" and "Improvement Needed" must be explained in this space.)

3. General comments:

I have discussed this performance rating report with the evaluator.

Employee's signature _____ Date _____

Evaluator's signature _____ Date _____

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EVALUATION OF SUPPORT STAFF MEMBERS

Definition of Rating Scale Terms

1 = Outstanding

- Performance exceeds the requirements of the position.
- Displays high degree of self-motivation.
- Consistently generates output of superior quality.

2 = Satisfactory

- Performance is adequate for the requirement of the position; meets expectations of the job.
- Self-motivation confined to accomplishing assigned tasks.
- Generates output of acceptable quality.

3 = Improvement needed

- Performance is not of the quality expected of the position; frequently falls short of job expectations.
- Frequently lacks motivation to complete assigned tasks.
- Frequently generates output of poor quality.

4 = Unsatisfactory

- Performance is definitely inadequate for the position; consistently falls short of job expectations.
- Lacks self-motivation.
- Consistently generates output of inferior quality.

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EVALUATION OF SUPPORT
STAFF MEMBERS**

All support personnel shall be evaluated by the appropriate supervisor or administrator. A written evaluation of effectiveness of each support staff member shall be completed during the first year of employment. At least once each year thereafter, an evaluation will be conducted. The evaluation will be used to increase job proficiency and for recommending continued employment.

Adopted: date of manual adoption