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| **Employee:** | **Review Date:** |
| **Position:** | **School/Department:** |

Instructions: Evaluate your work using the following scale by checking the appropriate box for each standard of performance. The overall rating for each factor will be the rating that best aligns to the majority of the listed criteria.

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| **1 – Unsatisfactory**  Performance is consistently well  below requirements and expectations | **2 – Basic**  Performance marginal, satisfies only the minimum requirements of the job and needs significant improvement | **3 – Proficient**  Performance acceptable to meet the standard established for the job | **4 – Excellent**  Performance far superior to the satisfactory standards and expectations established for the job. |

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| **Effectiveness:** Fulfilling the duties required of the job and making a productive contribution to the success of our schools | | | |
| **1. Unsatisfactory** | **2. Developing** | **3. Proficient** | **4. Excellent** |
|  Employee does not have skill level required for the work and  requires intensive training to  attain those skills; and/or   Employee has skills to do the job but consistently does not apply that skill to assigned tasks; and/or   Quality of work usually does not meet expectations; and/or   Employee regularly does not complete assigned responsibilities when they are due. |  Employee skill level is not quite  that required for the work but with time and applied effort employee may attain those skills; and/or   Employee has skills to do the job but that skill is not consistently applied to assigned tasks; and/or   Quality of work only sometimes meets expectations; and/or   Employee does not regularly complete assigned responsibilities when they are due. |  Employee skill level meets that required for the work and that skill is consistently employed in completing assigned tasks; and   Quality of work consistently meets expectations; and   Employee consistently completes assigned responsibilities when they are due. |  Employee skill level exceeds that required for the work and that skill is uniformly employed in completing assigned tasks; and   Quality of work uniformly exceeds expectations; and   Employee uniformly completes assigned responsibilities when or before they are due. |
| **Evidence:** Describe evidence – provide examples – to justify the relevant rating         | | | |

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| **Dependability:** Reliably on task and on post, completing a satisfactory job, without continual instruction and supervision | | | |
| **1. Unsatisfactory** | **2. Developing** | **3. Proficient** | **4. Excellent** |
|  Requires significant and regular supervision in order to perform assigned tasks; and/or   Regularly not in place, on time, or prepared to work; and/or   Frequently late or absent\*, and rarely takes appropriate steps to notify supervisors and ensure adequate coverage; and/or   Evidence of a pattern of abusive (Fridays, Mondays, holidays, etc.) or irresponsible (on days of special events, due dates etc.) tardiness or absence.  \*does not include approved benefit time such as FMLA, STD, worker's comp, personal business days, sick days, or vacation. |  Requires regular supervision in order to complete assigned tasks; and/or   Requires regular supervision and coaching to ensure employee is at assigned location, on time and ready; and/or   Occasionally late or absent\*; inconsistently making appropriate notifications and coordination of work duties.  \*does not include approved benefit time such as FMLA, STD, worker's comp, personal business days, sick days, or vacation. |  Consistently completes assigned tasks with moderate supervision; and   Consistently at assigned work location, during the assigned time period, prepared to complete duties; and   Rarely late or absent\*, consistently making appropriate notifications and coordination of work duties.  \*does not include approved benefit time such as FMLA, STD, worker's comp, personal business days, sick days, or vacation. |  Exceptional at completing assigned tasks with minimal supervision; and   Exceptional in being at assigned work location, during the assigned time period, prepared to complete duties; and   Exceptionally punctual and present\*, always making appropriate notifications and coordination of work duties.  \*does not include approved benefit time such as FMLA, STD, worker's comp, personal business days, sick days, sick days, or vacation. |
| **Evidence:** Describe evidence – provide examples – to justify the relevant rating         | | | |

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| **Professionalism:** Maintaining a service-oriented approach to the work that treats all colleagues, students, and community with respect. | | | |
| **1. Unsatisfactory** | **2. Developing** | **3. Proficient** | **4. Excellent** |
|  Regularly lacks tact, courtesy, and a service-orientation in dealings with colleagues, students, and community members; and/or   Often lacks self-control with colleagues and supervisors and regularly resistant to suggestions for improvement; and/or   Rarely communicates and coordinates with co-workers in a tactful and effective manner, requiring consistent supervision; and/or   Indifference to Board and School policies. |  Inconsistently service-oriented, courteous, or supportive in disposition to all colleagues, students, and community members; and/or   Inconsistently demonstrates self- control with colleagues and supervisors and sometimes resistant to suggestions for improvement; and/ or   Inconsistently communicates and coordinates with co-workers in a tactful and effective manner, requiring regular supervision; and/or   Inconsistent compliance with  Board and School policies. |  Consistently service-oriented, courteous, and supportive, in disposition to all colleagues, students, and community members; and   Consistently demonstrates self- control with colleagues and supervisor and accepts and implements suggestions for improvement; and   Consistently communicates and coordinates with co-workers, in a tactful and effective manner, with moderate supervision; and   Consistent compliance with Board and School policies. |  Exceptionally service-oriented, courteous, and supportive in disposition to all colleagues, students, and community members; and   Demonstrates exceptional self- control with colleagues and supervisors and in accepting & implementing suggestions for improvement; and   Exceptional in communicating and coordinating with co-workers, in a tactful and effective manner, with minimal supervision; and   Exceptional compliance with Board and School policies. |
| **Evidence:** Describe evidence – provide examples – to justify the relevant rating         | | | |

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| **Areas of Strength (please list at least three)** |
| 1. |
| 2. |
| 3. |

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| **Goals and Strategies for Next Year (please list at least two)** | |
| Goal | Strategies for Meeting Goal |
| 1. |  |
|  | |
| 2. |  |

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| **Self-Assessment Summative Score** | | | |
|  | A. Raw Score | B. Weight | Weighted Score (A x B) |
| Effectiveness |  | 50%(.5) |  |
| Dependability |  | 30%(.3) |  |
| Professionalism |  | 20%(.2) |  |
|  |  | ***Final Combined Score***  ***( =sum of 3 weighted scores)*** |  |
|  |  | ***Final Self-Assessment*** |  |

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| **Employee Signature:** | **Date:** |