

Colby School District

Performance Appraisal for Support Personnel

Employee _____ Work Assignment _____

Instructions:

Your performance in the following areas is rated using the scale listed below:

- | | |
|--------------------------------------|--------------------------|
| <u>3</u> performs above expectations | <u>NA</u> not applicable |
| <u>2</u> meets expectations | <u>NO</u> not observed |
| <u>1</u> does not meet expectations | |

Area	Expected Performance	Rating
District Core Values	Shows integrity, is respectful, values community, strives for excellence and is trustworthy.	
Attitude	Exhibits a positive feeling toward self, co-workers, job & general work environment.	
Dependability	Requires little or no supervision & completes tasks in a timely manner.	
Able to Work with Others	Cooperative & open to new ideas & concepts. Develops positive relationships with co-workers. Enthusiastic & a good team player.	
Attendance	Is punctual & on the job when needed.	
Communication	Effective involvement & use of communicative skills in relating ideas, information, and facts to others.	
Quality of Work	Performs tasks with thoroughness, organization & good quality controls.	
Productivity	Anticipates, organizes, plans & performs tasks in an efficient manner.	
Job & Technical Knowledge	Possesses the skills necessary to carry out job responsibilities. Aware of & practices safe methods related to their specific work area. Knowledge of use & proper maintenance of equipment necessary to perform tasks within their work area.	

Job description areas that demonstrate strong skills.

- 1)
- 2)

Job description areas that need improvement.

- 1)
- 2)

Progress toward Goals/Plan of Action/Skill Development Areas:

- 1)
- 2)
- 3)

Supervisor Signature: _____

Date _____

Employee Signature: _____

Date _____

- Job Description Attached. Yes No
- Supervisor Narrative Attached. Yes No
- Employee Narrative Attached. Yes No

Colby Professional Growth Planner

Staff Member: _____ Job Assignment: _____

Supervisor: _____

Goal setting is the cornerstone of continuous professional improvement, as it provides an opportunity for self reflection, a chance to review high quality job practices and an opportunity to align with the goals of the larger learning community. In conjunction with your supervisor, answer the questions below. Good luck in reaching your goals!

What are your goals (2-3) for this evaluation cycle?

How will these goals improve the Colby School District?

What activities will you complete to achieve your goals?

What will you gather to evaluate progress toward achieving your goals?