

4. Work Attitude/Human Relations:	<u>Meets Expectations</u>	<u>Area for Growth</u>	<u>Does Not Meet Expectations</u>	<u>N/A</u>
➤ <u>Works cooperatively w/supervisor, staff</u>	0	0	0	0
➤ <u>Positive interaction with students and public</u>	0	0	0	0
➤ <u>Handles difficult situations with courtesy & tact</u>	0	0	0	0
➤ <u>Accepts direction, instruction & correction in a positive manner</u>	0	0	0	0
➤ <u>Remains calm in high stress situations</u>	0	0	0	0

COMMENTS:

5. Dependability:	<u>Meets Expectations</u>	<u>Area for Growth</u>	<u>Does Not Meet Expectations</u>	<u>N/A</u>
➤ <u>Maintains good attendance</u>	0	0	0	0
➤ <u>Is punctual; begins & ends work at designated time</u>	0	0	0	0
➤ <u>Does not spend work time on personal business</u>	0	0	0	0
➤ <u>Cares for district property and carries out instruction</u>	0	0	0	0

COMMENTS:

6. Initiative & Judgment:	<u>Meets Expectations</u>	<u>Area for Growth</u>	<u>Does Not Meet Expectations</u>	<u>N/A</u>
➤ <u>Is self motivated to achieve job expectations</u>	0	0	0	0
➤ <u>Uses good judgment and makes decisions appropriate to the situation</u>	0	0	0	0
➤ <u>Exhibits creative thinking & problem-solving skills</u>	0	0	0	0

COMMENTS:

7. Communication:	<u>Meets Expectations</u>	<u>Area for Growth</u>	<u>Does Not Meet Expectations</u>	<u>N/A</u>
➤ <u>Communicates in a professional manner</u>	0	0	0	0
➤ <u>Listens attentively</u>	0	0	0	0
➤ <u>Understands and responds appropriately to verbal and written communication</u>	0	0	0	0

COMMENTS:

Statement of Overall Performance & Recommendations: (Required to be completed by evaluator)

Do you recommend that this employee continue in his/her present position:

YES NO with reservations

Evaluator's Signature

Date

Employee Comments: (Optional)

The signature of the employee does not necessarily imply that the employee agrees with the preceding report, but only that he/she has seen and discussed the evaluation with the evaluator and a copy of the report has been given to the employee.

Employee's Signature

Date

Reviewed By

Date

One copy to Evaluator

One copy to Employee

Original to Central Office