St. Helens School District #502
Confidential Employee Evaluation Form

Employee's Name: _____ **Location: _____**

Position: _____ **Date of Evaluation: _____**

ANY AREA MARKED "DOES NOT MEET PREFORMANCE STANDARD" SHALL HAVE A WRITTEN EXPLANATION.

	Exceeds Performance Standards	Meets Performance Standards	Does Not Meet Performance Standards	N/A	Comments And Recommendations
KNOWLEDGE OF JOB					
1. Has an understanding of specific job requirements necessary for job performance. 2. Demonstrates knowledge of duties and applicable laws, regulations and work rules. 3. Uses equipment/materials appropriately and skillfully. 4. Other:					
QUALITY OF WORK					
1. Performs work assignment with accuracy, thoroughness and dependability. 2. Attempts to carry out job requirements considering the safety of others and self. 3. Maintains neat work and proper care of equipment. 4. Other					
QUANTITY OF WORK					
1. Productivity – Consistently performs a satisfactory quantity of work. 2. Deadlines – Consistently meets required deadlines. 3. Use of time – Works steadily, uses work time efficiently. 4. Growth – Strives to improve job performance, knowledge, and willingly accepts and seeks training as job responsibilities change. 5. Other:					
PERSONAL CHARACTERISTICS					
1. Appearance – Appropriately dresses for the job. 2. Initiative – Demonstrates initiative in identifying and completing needed tasks. 3. Attendance and punctuality – Adheres to hours and days of assigned work. 4. Dependability – Can be counted on to follow instructions and to work well with a minimum o supervision. 5. Cooperation – Has ability to work for and with others. Assignments are willingly accepted. Keeps helpful and positive attitude. 6. Adaptability – Has the ability to respond to changing requirements and conditions. 7. Self-improvement – Voluntarily obtains training to improve job skills. 8. Confidentiality – Uses confidentiality of record and/or information wisely. 9. Judgment – Demonstrates good judgment and ability to complete Assignments thoroughly and accurately with minimal supervision. 10. Accepts constructive suggestions and follows through. 11. Other:					

	Exceeds Performance Standards	Meets Performance Standards	Does Not Meet Performance Standards	N/A	Comments And Recommendations
RELATIONSHIP TO OTHERS					
1. Staff Relations – Maintains a working relationship with other employees. Demonstrates a willingness to work within a group approach to achieve efficient operation and keeps lines of communication open. 2. Public Relations – Courteous and helpful attention given to other people and awareness of representing a public service organization. 3. Pupil Relations – Maintains positive and appropriate relationship with Students. 4. Other:					
FOR THOSE WHO DIRECT THE WORK OF OTHERS					
1. Leadership – Can give clear directions and supervise completion of task. 2. Planning/Organization – Decides and organizes tasks to be completed. 3. Training – Gives appropriate training. 4. Communication – Initiates and keeps line of communication open. 5. Other:					

FUTURE ANNUAL GOALS

List goals to be met by the employee during the next report period. (A future goal must be established for any Job Standard of Performance Responsibility rated "Needs Improvement"). State how and when goals are to be accomplished.

RECCOMENDATION (Check appropriate box)

☐ Permanent Status

☐ Temporary Status

☐ Continue Probation Status

☐ Terminate Employment*

☐ 90-day Trial Period

☐ Plan of Assistance*
*Attached documentation required

Comments:_____

_____

_____

_____

_____

Employee's Signature: _____ Date: _____

Supervisor's Signature: _____ Date: _____

SIGNATURES VERIFY THIS EVALUATION HAS BEEN READ AND DISCUSSED. WRITTEN RESPONSES MAY BE INCLUDED WITH THE EVALUATIONS.