



# RESA 7 Part-Time Employee Evaluation

<b>County:</b>	<b>School:</b>
<b>Employee Name:</b>	<b>Employee Position:</b>
<b>Evaluator Name:</b>	<b>Evaluator Position:</b>

**Directions:** For each standard, mark the appropriate rating. Please use additional space for commendations and/or recommendations. Any 'Needs Improved' rating requires the evaluator to specify the deficiency and recommend actions for improvement.

PERFORMANCE STANDARDS	Outstanding	Meets Standard	Needs Improved *comments required
1. Demonstrates behavior that reflects established professional responsibilities (i.e. attendance, appearance, punctuality, and verbal/nonverbal communication).			
2. Adheres to established laws, policies, rules and regulations.			
3. Communicates regularly and effectively with students, co-workers, administration, parent/guardians, etc.			
4. Respects confidentiality of others and confidential information/rights of privacy.			
5. Accepts advice, suggestions, and criticism in a constructive manner.			
6. Demonstrates initiative with regard to job assignment.			
7. Executes the functions and duties as specified for the position.			
8. Is efficient under stress.			
9. Properly uses and cares for technology and any equipment used.			
10. Interacts appropriately with students, education personnel, parents, etc.			



# Regional Contracted Providers Evaluation

Commendations:

Recommendations:

By signing this document, the employee does not necessarily indicate approval of the contents; rather, he/she has been made aware of the evaluation. The employee is to receive a copy of this evaluation.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Evaluator Signature

\_\_\_\_\_  
Date

\*Please return the original to the assigned RESA 7 Director by May 1<sup>st</sup>.

RESA 7  
1201 N. 15<sup>th</sup> Street  
Clarksburg, WV 26301  
304.624.6554