

Fairview Park City Schools Non-Teaching Employee's Evaluation Report



Employee Name: _____

Position: Choose an item.

Evaluation Date: 6/1/2017

Evaluation Type: Choose an item.

Rating Scale

E=Excellent	5 pts.
G=Good	4 pts.
SI=Satisfactory	3 pt.
FI=Fair	2 pts.
PI=Poor	1 pt.
U=Unsatisfactory	0 pts.

Performance Factors	Rating	Points
1. Attendance	Excellent	5
2. Attitude	Excellent	5
3. Dependability	Excellent	5
4. Initiative	Excellent	5
5. Interpersonal Skills	Excellent	5
6. Judgment	Excellent	5
7. Knowledge	Excellent	5
8. Personal	Excellent	5
9. Quantity of Work	Excellent	5
10. Quality of Work	Excellent	5
11. Work Habits	Excellent	5

Total Points: _____ / 55 pts.

Evaluator: Shanna Kovi **Title:** Dir. Teaching Learning

Evaluator Signature: _____

Employee's Signature: _____

Date: _____

Explanation of Rating Scale

E: Excellent (5 points) – Performance far above what would be expected of a good employee in a similar position. This would indicate the individual exceeded the expectations of the position for the performance factor being rated to a noticeable degree.

G: Good (4 points) – Performance equal to what would be expected of a good employee in a similar position. This would indicate the individual met all the expectations of the position for the performance factor being rated.

SI: Satisfactory (3 points) – Performance almost equal to what would be expected of a good employee for the performance factor being rated, or equal in most respects but slightly lacking in a few aspects. Minor performance improvements are needed.

FI: Fair (2 points) – Performance which does not meet the expectations of the performance factor being rated. In general, or meets some aspects but is seriously lacking in others. A concentrated effort to make the necessary improvements is needed.

PI: Poor (1 point) – Performance which does not meet the expectations of the performance factor to a major degree, or meets some aspects but does not meet other factors at all. This is a serious deficiency and must be improved as soon as possible.

U: Unsatisfactory (0 points) – Performance which does not meet the expectations of the performance factor in almost all respects. This is major deficiency and must be corrected immediately.

Performance Factors

Attendance: Frequency and nature of absences and tardiness.

Attitude: Interest in work, willingness to meet job requirements and accept suggestions, loyalty to the organization, and ethical conduct.

Dependability: Degree to which he/she can be relied upon to do the job without close supervision.

Initiative: Willingness to perform unassigned tasks when need arises.

Interpersonal Skills: Ability to get along with the public and other employees.

Judgment: Soundness of decisions, common sense.

Knowledge: Knowledge of methods, materials, objectives, and other fundamental information and skill

Personal: Fitness, health, physical capacity, appropriate appearance and dress, personal habits.

Quality of Work: Accuracy, completeness, thoroughness, neatness of work.

Quantity of Work: Amount of work done.

Work Habits: Organization of work, care of equipment, safety, industry.