

**WOODLAND HILLS SCHOOL DISTRICT  
SCHOOL SUPPORT DEPARTMENT EVALUATION FORM**

Employee's Name \_\_\_\_\_ Date \_\_\_\_\_

Position \_\_\_\_\_ Building Assignment \_\_\_\_\_

Type of Rating (Check One)      \_\_\_\_\_ Probationary      \_\_\_\_\_ Semi-Annual      \_\_\_\_\_ Annual      \_\_\_\_\_ Special

Non-certified personnel are to be evaluated by their immediate supervisor twice each year. The purpose of the evaluation is twofold: (1) To commend those employees whose work performance is satisfactory; and, (2) To identify those employees whose work performance is in need of improvement or is unsatisfactory.

<u>EVALUATION CRITERIA:</u>	(4 points) OUTSTANDING	(3 points) SATISFACTORY	(1 point) NEEDS IMPROVEMENT	(0 points) UNSATISFACTORY
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1. Quality of Work (neatness, accuracy, thoroughness)	[ ]	[ ]	[ ]	[ ]
Comments: _____				

2. Quantity of Work (volume, amount, speed, productivity)	[ ]	[ ]	[ ]	[ ]
Comments: _____				

3. Knowledge of Work (knowledge of techniques, materials, supplies and equipment use)	[ ]	[ ]	[ ]	[ ]
Comments: _____				

4. Adaptability (adjustment to change, willingness to acquire new knowledge, willingness to accept additional tasks)	[ ]	[ ]	[ ]	[ ]
Comments: _____				

5. Dependability (reliability, attendance on the job, needs minimal supervision)	[ ]	[ ]	[ ]	[ ]
Comments: _____				

6. Cooperation (getting along and working with supervisor and other employees, working with parents and students)	[ ]	[ ]	[ ]	[ ]
Comments: _____				

7. Implementation (ability to plan and execute assigned duties)	[ ]	[ ]	[ ]	[ ]
Comments: _____				

8. Initiative (motivation, interest in work)	[ ]	[ ]	[ ]	[ ]
Comments: _____				

9. Demeanor (courtesy, appearance, public relations)	[ ]	[ ]	[ ]	[ ]
Comments: _____				

Supervisor's Additional Comments: \_\_\_\_\_

Supervisor's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Employee's Acknowledgement: In signing this report, I acknowledge receipt of a copy of it. It does not imply that I necessarily agree with the content.

Employee's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Employee's Comments (optional): \_\_\_\_\_

**SCORE:**

SATISFACTORY            = 23-36 points  
UNSATISFACTORY       = 22 points and below

TOTAL SCORED: \_\_\_\_\_ SATISFACTORY                      \_\_\_\_\_ UNSATISFACTORY