

**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
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