

# Falls City School District 57

Code: **GDN-AR**

Revised/Reviewed: 10/17/16

## Evaluation Performance Indicators

Name \_\_\_\_\_

Employee Status \_\_\_\_\_

Assignment \_\_\_\_\_

Program/Department \_\_\_\_\_

Supervisor \_\_\_\_\_

Evaluation as of \_\_\_\_\_

Performance indicators are statements of the performance expectations and standards necessary for achieving the critical results of a position. These indicators are observable, consistent, achievable, measurable and within the employee's control. These performance indicators, along with the responsibilities outlined in an employee's job description, provide a frame for assessing the staff member's job performance.

	<b>Exceeds Expectations</b>	<b>Meets Expectations</b>	<b>Area of Concern</b>	<b>Development Needed</b>	<b>Comment Attached</b>
<b>Ability to Communicate</b> – Does this employee use appropriate speaking, listening and writing skills when communicating with others such as students, parents, co-workers and community members? Does the employee have a positive rapport with others?					
<b>Adaptability/Flexibility</b> – Does the employee adjust well to new or different job situations, suggestions for improvement and/or change in assigned responsibilities?					
<b>Attendance</b> – Is the employee's absence, tardiness record and break utilization acceptable?					
<b>Conduct</b> – Is the employee's grooming and attire appropriate for neatness and safety in this position?					
<b>Confidentially</b> – Does the employee understand and respect confidentiality of records and/or information?					
<b>Dependability</b> – Is the employee prompt, trustworthy, conscientious in following and implementing procedures and directives in completing assignments? Is the employee an effective team member and participant in the school/program?					
<b>Enthusiasm, Attitude and Interest</b> – Does this employee show interest and enthusiasm toward work?					

<b>Health/Wellness</b> – Does this employee maintain a level of health and wellness that enables the employee to meet position responsibilities? Does the employee remain effective under stress?					
<b>Initiative</b> – Does the employee strive to improve the work environment, seek and perform other tasks when assigned work is completed?					
<b>Integrity</b> – Is the employee honest, fair, sincere, and respectful?					
<b>Judgment</b> – Does the employee make wise nonemotional decisions in performing responsibilities?					
<b>Knowledge of Pertinent Policies, Laws, and Rules</b> - Does the employee demonstrate knowledge of and follow all federal, state, district, department and building policies, practices, rules and guidelines?					
<b>Quality</b> – Does the employee consistently produce the caliber of work within time span to meet the necessary job requirements?					
<b>Quantity</b> – Volume or amount of work done					
<b>Safety Practices</b> – Does the employee use and maintain equipment and supplies in a safe and proper manner? Does the employee comply with the safety rules and established procedures in areas of responsibility?					
<b>Tact</b> – Is the employee patient, understanding, self controlled, diplomatic, supportive, caring and courteous in dealing with others including students, parents, co-workers and supervisors?					
<b>Work Habits</b> – Organization of work and work space					

My supervisor and I have discussed this performance indicator form. I realize that I may not agree with all comments. I do have the right to include my written response.

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
Date

\*\*Additional comments may be attached. Ratings of need development must be accompanied by narrative information regarding specific deficiencies.