

# SCOTLAND COUNTY SCHOOLS

## CLASSIFIED EMPLOYEE EVALUATION FORM

Use for Custodians, Secretaries, NC WISE, Bookkeepers, Maintenance, Transportation, Technology, and Child Nutrition

Employee \_\_\_\_\_ Job Title \_\_\_\_\_

Evaluator \_\_\_\_\_ Date of Evaluation \_\_\_\_\_

School/Dept. \_\_\_\_\_ Period Covered \_\_\_\_\_

**Performance Evaluation Code:**

EE = Exceeds Expectations

NI = Needs Improvement

ME = Meets Expectations

UP = Unsatisfactory Performance

**I. KNOWLEDGE OF JOB**

- a. Knowledge of responsibilities and procedures
- b. Ability to organize and schedule work load

EE	ME	NI	UP	NA

**II. JOB PERFORMANCE**

- a. Ability to work without constant supervision
- b. Timely completion of assigned tasks
- c. Care of equipment and work materials
- d. Follows established rules and procedures
- e. Practices safety in carrying out responsibilities
- f. Produces acceptable completed work/service
- g. Works within the framework of the job description
- h. Performs other duties as assigned

EE	ME	NI	UP	NA

**III. DEPENDABILITY**

- a. Consistency of Performance
- b. Ability to work under pressure
- c. Attendance

EE	ME	NI	UP	NA

**IV. WORKPLACE DEMEANOR**

- a. Willingness to perform task
- b. Initiative
- c. Acceptance of constructive evaluation
- d. Ability to adapt to a changing work environment
- e. Tactfulness

EE	ME	NI	UP	NA

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**V. STAFF AND COMMUNITY RELATIONS**

EE	ME	NI	UP	NA

- a. Ability to work harmoniously with students, staff, and the public
- b. Establishes positive rapport in the workplace

**VI. Training**

EE	ME	NI	UP	NA

- a. Participates in appropriate/necessary job training
- b. Uses appropriate/required training
- c. Seeks necessary training to be proficient in job
- d. Assumes responsibility for maintaining any required job certification

**VII. MANAGEMENT & SUPERVISION**

EE	ME	NI	UP	NA

- a. Establishes work schedule for supervised employees
- b. Facilitates completion of job assignments
- c. Appropriately delegates job responsibilities
- d. Provides appropriate training opportunities
- e. Recommends training and supervises implementation of learned skills
- f. Completes evaluation of supervised staff

Evaluator's Summary Comments:

Employee's Reactions to Evaluation

\_\_\_\_\_  
Immediate Supervisor Signature/Date

\_\_\_\_\_  
Employee's Signature/Date

\*\*\*\*\*This section should be completed with the SUMMATIVE EVALUATION only.

Recommended

Not Recommended for Employment for

-

school year.

\_\_\_\_\_  
Immediate Supervisor Signature/Date

\_\_\_\_\_  
Employee's Signature/Date