	EY VALLEY BOARD OF EDUCATION	DN	AB-R	.1
	<b>EVALUATION OF SUPPORT STA</b>	FF		
	Performance Rating Report			
Emple	byee Positio	on		
	Supervisor Date of Evaluation			
	NG SCALE: ails to meet minimum job expectation; 2 = Meets job expectations; N/A = Not a	applicabl	le	
<u>RATI</u>	NG FACTORS	CIRCLE PROPER RATING		
1.	<u>QUALITY OF WORK:</u> The ability to produce work that satisfies or surpasses job requirements. Consider accuracy, completeness, thoroughness, neatness of work produced.	1	2	N/A
2.	QUANTITY OF WORK: Volume or amount of satisfactory work done.	1	2	N/A
3.	KNOWLEDGE: Consider the employee's skills and understanding of all phases of the job.	1	2	N/A
4.	<u>ADAPTABILITY</u> : Ability to learn, perform under changes and in emergencies, grasp detail, comprehend differences between important and trivial.	1	2	N/A
5.	WORK HABITS: Organization of work, care of equipment, safety, industry	. 1	2	N/A
6.	Working relationship with students and other employees: Ability to get along with students and coworkers.	1	2	N/A
7.	<u>DEPENDABILITY</u> : Degree to which employee can be relied upon to do the job without close supervision. Punctuality, attendance on the job.	1	2	N/A
8.	<u>ATTITUDE</u> : Interest in work, willingness to meet job requirements and accept suggestions, loyalty to the organization, ethical conduct.	1	2	N/A
9.	<u>PERSONAL APPEARANCE</u> : Physical capacity, neatness and grooming if appropriate, personal habits.	1	2	N/A
10.	<u>JUDGEMENT</u> : Soundness of decisions, common sense. appropriate, personal habits.	1	2	N/A
11.	<u>PROFESSIONAL DEVELOPMENT:</u> Consider employee's total growth During rating period.	1	2	N/A
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CANEY VALLEY BOARD O	F EDUCATION	DNAB-R1	[
EVALUATION OF SUPPORT STAF	F (Cont.)		
OVERALL RATING: Should reflect the average	e of the rating	1 2	N/A
COMMENTS			
1. What are employee's strengths?			
2. What are employee's weaknesses?			
3. Additional comments.			
This evaluation is based upon observation of the district records, and personal knowledge of empl			
Employee's signature		Date	
Evaluator's signature		Date	
Signature acknowledges receipt and understandin	ng of above evaluation, but does not	necessarily indica	e agreement.
doption Date: January 14, 2019	Revision Date(s):		Page 2 of 2