



Prairie Rose School Division

Performance Evaluation of Support Staff

The responsibility for the supervision and the evaluation of support staff rests with the senior administrative staff and the School Principals. Evaluation will be done in the first six months of employment, and once every three years thereafter.

Each employee at the commencement of his/her employment will be provided with a job description. Performance evaluation will be based upon the criteria found in the job description.

A copy of the evaluation will be presented to the employee and another copy will be placed in the employee's file. See also GDOA (Evaluation of the Bus Driver)

Name: _____ Date of Review: _____

Work Location: _____ Job Classification: _____

Evaluator Name: _____ Position: _____

Rating Guide: From 5 (Excellent) to 1 (Mediocre)

RATING:	5	4	3	2	1
Job Knowledge					
Quality of Work					
Co-operation					
Responsibility					
Initiative					
Quantity of Work					
General Ability					

Comments (use additional sheets, if necessary) (Refer to the Guide on the last page)

JOB KNOWLEDGE:

QUALITY OF WORK:

CO-OPERATION:

RESPONSIBILITY:

INITIATIVE:

QUANTITY OF WORK:

GENERAL:

Date: _____ Evaluator Signature _____

Date: _____ Employee Signature _____
(Signature of employee, indicating that this evaluation has been discussed with him/her)

EMPLOYEE COMMENTS:

Performance Review Guide

Consider the rating guide carefully, select the appropriate rating and indicate by placing a check in the appropriate column.

It is a good practice to comment, however briefly, on each rating. A narrative comment must accompany any rating of two (2) or one (1). This is to outline deficiencies and the corrective steps necessary.

Rating Guide

- | | |
|---|---|
| <p>A Job Knowledge - How well does this employee understand the requirements of the job to which he/she is assigned?</p> <ol style="list-style-type: none">5. Thoroughly understands all aspects of job.4. More than adequate knowledge of job.3. Has sufficient knowledge of job.2. Insufficient knowledge of some phases.1. Continually needs instruction. <p>B Quality of Work - What is the standard of work submitted?</p> <ol style="list-style-type: none">5. Work is always of high quality.4. Work is normally of high quality.3. Work is acceptable.2. Work occasionally requires correction and follow-up1. Work constantly requires correction and follow-up. <p>C Co-operation - Does this employee work cooperatively with co-workers and supervisor?</p> <ol style="list-style-type: none">5. Exceptionally willing and successful as a team member.4. Usually offers to assist others.3. Gets along well.
2. Occasionally does not cooperate.1. Cooperation must be solicited, seldom volunteers. <p>D Responsibility - How does this employee accept the responsibilities of the job?</p> <ol style="list-style-type: none">5. Accepts all responsibilities and seeks additional.4. Accepts all jobs.3. Accepts but does not seek responsibilities.2. Accepts responsibilities reluctantly.1. Avoids responsibilities. | <p>E Initiative - How well does this employee undertake assignments?</p> <ol style="list-style-type: none">5. Consistently looks for better ways to achieve.4. Proceeds on assigned work and makes suggestions.3. Does regular work with prompting.2. Needs help getting started.1. Usually must be told what to do. <p>F Quantity of Work - What volume of work is consistently produced by this employee?</p> <ol style="list-style-type: none">5. Maintain unusually high volume.4. Usually does more than expected.3. Does sufficient amount of work.2. Does not always meet requirements.
1. Inadequate volume of work. <p>G General Ability - Does the employee show good judgement and common sense when undertaking assignments?</p> <ol style="list-style-type: none">5. Consistently shows good judgment and common sense.4. Generally shows good judgement and common sense.
3. Shows average judgement and common sense.
2. Occasionally needs help in determining best alternative.
1. Poor judgement and common sense. |
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