

**DIOCESE OF DAVENPORT
SCHOOLS OFFICE**

**PERFORMANCE EVALUATION FORM
SUPPORT STAFF**

NAME _____

DATE _____

PERFORMANCE AREA I: Personal Qualifications

LEVEL OF PERFORMANCE

CRITERIA	N/O	1.	2.	3.	4.
A. Relationship with People	<input type="checkbox"/>	<input type="checkbox"/> Frequently demonstrates inability to communicate and work with others	<input type="checkbox"/> Occasionally exhibits ability to communicate and work with others	<input type="checkbox"/> Regularly demonstrates ability to communicate and work with others	<input type="checkbox"/> Consistently contributes to departmental communication and teamwork
B. Attitude	<input type="checkbox"/>	<input type="checkbox"/> Frequently demonstrates inability to accept direction	<input type="checkbox"/> Occasionally exhibits ability to accept direction	<input type="checkbox"/> Regularly demonstrates ability to accept direction and works enthusiastically	<input type="checkbox"/> Consistently accepts direction, works enthusiastically and demonstrates initiative
C. Personal Fitness	<input type="checkbox"/>	<input type="checkbox"/> Frequently demonstrates physical and/or emotional inability to perform assigned duties	<input type="checkbox"/> Occasionally exhibits physical and/or emotional inability to perform assigned duties	<input type="checkbox"/> Regularly demonstrates physical and emotional ability to perform assigned duties	<input type="checkbox"/> Consistently maintains good physical condition and emotional stability, attentive to appearance and demonstrates positive personal habits
D. Punctuality and Attendance	<input type="checkbox"/>	<input type="checkbox"/> Frequently is late to or absent from duties	<input type="checkbox"/> Occasionally is late to or absent from duties	<input type="checkbox"/> Regularly comes to work on time and works until quitting time, few absences	<input type="checkbox"/> Consistently comes to work on time and works extra when needed, seldom absent
E. Dependability	<input type="checkbox"/>	<input type="checkbox"/> Frequently wastes time or Disregards work rules Or policies	<input type="checkbox"/> Occasionally wastes time, disregards work rules or policies	<input type="checkbox"/> Regularly utilizes time appropriately and follows all work rules and policies	<input type="checkbox"/> Consistently utilizes time appropriately, follows all work rules and policies, and places school interests ahead of personal convenience

PERFORMANCE AREA II: Job Performance**LEVEL OF PERFORMANCE**

CRITERIA	N/O	1.	2.	3.	4.
A. Quality of work	<input type="checkbox"/>	<input type="checkbox"/> Frequently inaccurate messy and fails to follow through on assigned duties	<input type="checkbox"/> Occasionally inaccurate or messy and fails to follow through on assigned duties	<input type="checkbox"/> Regularly exhibits accuracy and neatness and follows through on assigned duties	<input type="checkbox"/> Consistently exhibits accuracy and neatness, follows through on assigned duties and demonstrates ability to do complex tasks
B. Quantity of work	<input type="checkbox"/>	<input type="checkbox"/> Frequently demonstrates inability to complete assigned duties	<input type="checkbox"/> Occasionally demonstrates ability to complete assigned duties	<input type="checkbox"/> Regularly completes all assigned duties	<input type="checkbox"/> Consistently completes all assigned duties, demonstrates initiative to perform productive labor at all times
C. Knowledge of methods	<input type="checkbox"/>	<input type="checkbox"/> Frequently demonstrates inability to do assigned duties utilizing accepted procedures	<input type="checkbox"/> Occasionally demonstrates inability to do assigned duties, utilizing accepted procedures	<input type="checkbox"/> Regularly utilizes accepted procedures	<input type="checkbox"/> Consistently utilizes accepted procedures to do assigned duties, demonstrates promptness and thoroughness in all work assignments
D. Work habits	<input type="checkbox"/>	<input type="checkbox"/> Frequently disorganized or fails to properly care for equipment or observe safety standards	<input type="checkbox"/> Occasionally disorganized or fails to properly care for equipment or observe safety standards	<input type="checkbox"/> Regularly organizes assigned duties, properly cares for equipment and observes safety standards	<input type="checkbox"/> Consistently organizes assigned duties and demonstrates initiative to improve efficiency, properly cares for equipment and observes safety standards
E. Work rules or policy	<input type="checkbox"/>	<input type="checkbox"/> Frequently violates a school work rules or policy of the school	<input type="checkbox"/> Occasionally violates a school work rule or policy of the school	<input type="checkbox"/> Regularly complies with school work rules and policy	<input type="checkbox"/> Consistently complies with school work rules and policy, demonstrates understanding of and support for work rule enforcement

PERFORMANCE EVALUATION COMMENTS:

OBJECTIVES FOR IMPROVING PERFORMANCE:

APPRAISAL METHOD AND DATE OF NEXT
FORMALLY SCHEDULED PERFORMANCE
REVIEW:

COMPOSITE PERFORMANCE RATING

CODE:

4. Performance exceeds standards and expectations
3. Performance meets standards and expectations
2. Performance is inconsistent, falls short of standards and expectations; improvement is required to the level of diocesan standards may result in recommendation for an intensive assistance team, that the employee be held on step, or that a contract for the following year not be offered.
1. Performance is unacceptable; immediate and significant improvement is required. Failure to improve to the level of diocesan standards may result in termination of employment.

Evaluator's Signature: _____

Employee's signature, acknowledging
that this communication has been
received: _____

Date: _____