



Performance Appraisal - Classified Staff

Evaluation 2016-2017 for:

Building & District:

Prepared by:

Date:

| |
|---|
| <p style="text-align: center;">Summit Educational Service Center Performance Appraisal for Classified Personnel</p> |
|---|

The Summit Educational Service Center recognizes the importance of a program of performance assessment and professional growth and development for all Educational Service Center personnel.

All classified personnel will be evaluated at least one (1) time during their contract year. More frequent evaluations may occur if necessary to address specific performance issues. It is suggested that the annual appraisal occur at approximately the same time each year.

The appraisal must be completed, signed by the staff member and the appraiser, and submitted to the HR Department, Summit Educational Service Center, not later than March 15 of each year.

Guidelines for Completing the Performance Appraisal

The following *Performance Appraisal for Classified Personnel* is to be completed by the administrator or supervisor designated by the ESC Superintendent or, for LEA-assigned individuals, by the appropriate district administrator. The administrator conducting the appraisal will review and discuss the contents of the staff member's self-evaluation and the appraiser's evaluation. This meeting will focus on performance related to position expectations and on goals for improvement and growth.

Classified staff members are evaluated in thirteen (13) performance related categories. Performance in the each of the categories will be evaluated as:

- **Target Area** - needs improvement; growth and development in this area is necessary
- **Meets Expectations** - consistently meets the expectations of the position
- **Exceeds Expectations** - performance regularly exceeds the expectations of the position

Comments to substantiate or illustrate the overall ratings are encouraged and are to be recorded in the spaces provided in the *Comments* section. Any performance categories rated as *Target Area* require a comment regarding plans for improvement.

Summit Educational Service Center Performance Appraisal for Classified Personnel

Appraisal for:

Position:

Date:

Building & District:

Rating Indicators:

TA : *Target Area* - needs improvement; growth and development in this area is necessary

ME: *Meets Expectation*- consistently meets the expectations of the position

EE : *Exceeds Expectation* - performance regularly exceeds the expectations of the position

| | TA | ME | EE |
|--|----|----|----|
| • Knowledge of roles and responsibilities of job assignments | | | |
| • Quality/Quantity of daily work | | | |
| • Attendance and punctuality | | | |
| • Quality of relationships with supervisors, co-workers, staff, students, and the general public | | | |
| • Willingness to learn new duties/receptive to new ideas | | | |
| • Attitude toward job assignments | | | |
| • Cooperation | | | |
| • Initiative | | | |
| • Care and attention to detail in daily work | | | |
| • Takes direction and accepts suggestions | | | |
| • Attire and grooming that is appropriate to the workplace and to the work assignment | | | |
| • Judgment | | | |
| • Strives toward fulfillment of job description | | | |

Appraiser's Signature

Date

Staff Member's Signature

Date

**SUMMIT EDUCATIONAL SERVICE CENTER
PERFORMANCE APPRAISAL FOR CLASSIFIED STAFF**

COMMENTS

| Performance Categories | Appraiser Comments: | Staff Member Comments: |
|--|----------------------------|-------------------------------|
| • Knowledge of roles and responsibilities of job assignment | | |
| • Quality/Quantity of work | | |
| • Attendance and punctuality | | |
| • Quality of relationships with supervisors, co-workers, staff, students, and the general public | | |
| • Willingness to learn new duties/receptive to new ideas | | |
| • Attitude toward job assignments | | |
| • Cooperation | | |
| • Initiative | | |
| • Care and attention to detail in daily work | | |
| • Takes direction and accepts suggestions | | |
| • Attire and grooming that is appropriate to the workplace and to the work assignment | | |
| • Judgment | | |
| • Strives toward fulfillment of job description | | |

Is the employee well suited for the type of work s/he is now doing? Yes No
If "No", please comment:

Appraiser's Signature

Date

Staff Member's Signature

Date