

## PERFORMANCE REVIEW - STAFF

[NAME OF SCHOOL]

EMPLOYEE NAME \_\_\_\_\_ DATE HIRED \_\_\_\_\_

EMPLOYEE JOB TITLE \_\_\_\_\_

SUPERVISOR'S SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

EMPLOYEE'S SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

### DEFINITION OF RATINGS

**OUTSTANDING (5):** Consistently meets and often exceeds all relevant performance standards. Provides leadership, fosters teamwork, is highly productive, innovative, responsive and generates top quality work. Active in industry-related professional and/or community groups.

**EXCEEDS EXPECTATIONS (4):** Consistently meets and sometimes exceeds all relevant performance standards. Shows initiative and versatility, works collaboratively, has strong technical & interpersonal skills or has achieved significant improvement in these areas.

**MEETS EXPECTATIONS (3):** Meets all relevant performance standards. Seldom exceeds or falls short of desired results. Lacks appropriate level of skills or is inexperienced/still learning the scope of the job.

**BELOW EXPECTATIONS (2):** Sometimes meets the performance standards. Seldom exceeds and often falls short of desired results. Performance has declined significantly, or employee has not sustained adequate improvement, as required, since the last performance review.

**NEEDS IMPROVEMENT (1):** Consistently falls short of performance standards.

### OVERALL RATING

Outstanding	Exceeds Expectations	Meets Expectations	Below Expectations	Needs Improvement

## CRITERIA AND PERFORMANCE ELEMENTS

Describe the employee's contributions and professional strengths or weaknesses in each of the six performance categories below. Illustrate specific, detailed examples of goals, results and job related behavior since the last review. Rate each category according to the scale. **Ratings must support and be substantiated by narrative**

<b>QUALITY OF WORK</b>	<b>N/A</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>AVG</b>
Demonstrates competence in required job skills & knowledge							
Attendance, punctuality, time management							
Accuracy, clarity, consistency & thoroughness of work							
Gives feedback for continuous improvement of work product							
Understanding & mastery of process, methods, systems & procedures							
Measures business decisions with client & shareholder satisfaction in mind							
Exhibits effective interpersonal skills							
<b>Comments:</b>							

<b>PRODUCTIVITY</b>	<b>N/A</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>AVG</b>
Work is accomplished quickly & accurately							
Productivity standards are met							
Work assignments are analyzed, planned & organized for optimum results							
Implements appropriate cost-saving measures							
Exceeds customers' expectations							
Accomplished previously established goals & objectives							
<b>Comments:</b>							

<b>TECHNICAL KNOWLEDGE</b>	<b>N/A</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>AVG</b>
Developed working systems or procedures							
Set up controls to ensure efficient work flow							
Demonstrates proactive commitment to professional standards							
Develops project alternatives and presents recommendations							
Demonstrates knowledge of Federal, State & Local regulations as they apply to job duties							

**Comments:**

<b>COMMUNICATION &amp; TEAMWORK</b>	<b>N/A</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>AVG</b>
Open to constructive critiques on how to improve							
Is a team player							
Pays attention to the needs of the school, parents and students							
Gets involved & goes beyond their assigned role							
Anticipates needs & does not wait to be told							
Is effective in individual or group situations							

**Comments:**

<b>LEADERSHIP &amp; PROJECT MANAGEMENT SKILLS</b>	<b>N/A</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>AVG</b>
Develops short-term goals & alternatives for accomplishing tasks							
Assists staff in meeting their professional development goals							
Participates in long range plan development							
Assigns specific decision-making responsibilities							
Responds to concerns from employees or co-workers							
Delegates work appropriately							

**Comments:**

<b>SIGNIFICANT ACHIEVEMENT:</b>	
Overall Average Score	

## PROFESSIONAL DEVELOPMENT AND PERFORMANCE PLAN

Identify a combined total of two to three measurable Professional Development, Performance or Project related objectives that the employee has agreed to accomplish over the coming year. Outline goals for degrees, licenses or certification, task mastery or improved behavior. Define applicability of goal to job function. Specify method of learning and time frame for achievement.

*Professional Development Objectives* focus on the employee's career growth. Examples include: attending classes, seminars, or workshops or participating in on-the-job-training or self-study programs (i.e. books, cassette tapes, videos or web-based training).

*Performance Objectives* are intended to help the employee improve personal aspects of their performance or behavior/conduct. Examples of task oriented Performance goals are improving computer proficiency, time management or writing skills. Or the employee can focus on correcting behavioral problems that negatively impact group morale, job performance or job satisfaction. Examples of such goals are developing conflict resolution or stress reduction techniques, building collaborative co-worker relationships, or reducing incidents of absenteeism or chronic tardiness. As with Professional Development goals, effective Performance Objectives are well defined, measurable and clearly linked to specific job related outcomes.

*Project Objectives* are specific assignments to participate in or manage ongoing or future projects. When setting project oriented goals, outline the scope of the role the employee is to play, lists resources and completion time frame and define the desired result.

**Objective 1.**

**Objective 2.**

**Objective 3.**