

PULASKI COUNTY SPECIAL SCHOOL DISTRICT

CLASSIFIED MANAGEMENT-LEVEL EMPLOYEE EVALUATION FORM

Employee Name: _____	Date: _____
Location/Department: _____	Title: _____
Reason for review: Annual Other	Addendum Attached

EVALUATION RATING DEFINITIONS

- Unsatisfactory:** Minimal or no evidence of employee performing the duties at an acceptable level. Performance is clearly inadequate. Immediate corrective measures are required.
- Area for Growth:** Some evidence of employee performing duties at an acceptable level. Some performance is inadequate. Corrective measures may be needed.
- Satisfactory:** Employee performs duties adequately and effectively. Consistently meets expectations.
- Exceptional:** Employee exceeds performance standards. Consistently exceeds expectations.
- Not Applicable:** Indicator does not apply to employee's position.

Please provide a rating for every indicator. An explanation for each rating of "Area for Growth" or "Unsatisfactory" is required. Attach additional documentation if necessary.

	Unsatisfactory	Area for Growth	Satisfactory	Exceptional	Not Applicable
<p>Delivering Results</p> <ul style="list-style-type: none"> Strives for excellence in all tasks and goals. Demonstrates effective time management; adapts plans when changes occur. Prioritizes tasks based on importance. Uses good judgment and promotes effective use of fiscal resources Actively pursues professional development and growth for self and team. Is receptive to and implements suggestions for improvement. Solicits feedback. Actively identifies ways to improve. Holds direct reports accountable for producing quality, timely results; helps others maintain focus and overcome obstacles. Demonstrates commitment to district goals, initiatives, policies, and procedures. 					
Remarks:					

<p>Problem Solving</p> <ul style="list-style-type: none"> Identifies root causes and addresses problems in ways that lead to appropriate solutions. Consistently makes informed decisions. Utilizes information that is relevant, current, and clear. Recognizes actions needed to advance the decision-making process. Recommends possible solutions. Follows up to ensure resolution. Modifies approach to achieve results in changing situations. Assists others in diagnosing problems and recognizing issues. Takes time to help others identify critical connections, consequences, and alternatives. 					
Remarks:					

<i>Please provide a rating for every indicator. An explanation for each rating of "Area for Growth" or "Unsatisfactory" is required. Attach additional documentation if necessary.</i>	Unsatisfactory	Area for Growth	Satisfactory	Exceptional	Not Applicable
<p>Functional Knowledge and Skills</p> <ul style="list-style-type: none"> • Demonstrates expertise in skill and knowledge within areas relevant to one’s own function or work group. • Develops and contributes to best practices. • Serves as a resource for others regarding specialty area, and facilitates sharing of methods and knowledge. • Consistently demonstrates high functional knowledge and skills. 					
<p>Remarks:</p>					
<p>Taking Initiative</p> <ul style="list-style-type: none"> • Actively seeks out ways to improve outcomes, processes, or measurements. • Takes responsibility and provides leadership on projects or initiatives. • Takes action on approved projects and looks for opportunities to move projects along. • Willingly accepts additional responsibilities, both in the context of the job and outside immediate job responsibilities. • Encourages staff to identify and address improvements, participate in projects and serve on committees when appropriate. 					
<p>Remarks:</p>					
<p>Building Trust and Collaboration</p> <ul style="list-style-type: none"> • Conducts and expresses oneself in an open and honest manner; is consistent with what he/she says and does; encourages others to be open and honest. • Consistently shares information that is accurate and complete; handles sensitive information appropriately. • Follows through on all assignments and commitments, completing them in a timely and reliable manner; consistently makes others aware of task/assignment status. • Promotes awareness and respect of cultural and individual values and differences; utilizes the strengths of others to accomplish goals, regardless of background. • Listens and ensures all sides are heard before reaching a conclusion. • Demonstrates effective working relationships with peers, subordinates, and superiors. Functions as a team member. 					
<p>Remarks:</p>					
<p>Compliance</p> <ul style="list-style-type: none"> • Has adequate knowledge of and adheres to district, department, and building policies and regulations, including appropriate recordkeeping and documentation. • Attends work as scheduled. Complies with district processes and procedures regarding the use of leave. • Arrives for work and work appointments on time. • Properly maintains and operates equipment, if appropriate. • Follows safety guidelines and promotes a safe work environment. 					
<p>Remarks:</p>					

<i>Please provide a rating for every indicator. An explanation for each rating of "Area for Growth" or "Unsatisfactory" is required. Attach additional documentation if necessary.</i>	Unsatisfactory	Area for Growth	Satisfactory	Exceptional	Not Applicable
Communication <ul style="list-style-type: none"> • Provides regular, consistent, and meaningful information to others; ensures appropriate individuals are informed. • Listens carefully to others, asks questions for clarification, and ensures message is understood. • Communicates in a clear and concise manner; conveys message using appropriate method of communication (email, phone, in person). • Encourages others to communicate consistently, clearly, and professionally. 					
Remarks:					
Supervisory Skills <ul style="list-style-type: none"> • Consistently treats everyone with dignity, respect, and fairness; is very easy to approach and helpful. Resolves interpersonal conflicts constructively and professionally; seldom requires outside assistance. • Plans, organizes, directs, and manages effectively; delegates appropriately and holds others accountable. • Encourages teamwork; promotes respect among all team members. Takes time to help them and the team succeed. • Addresses disciplinary issues in a fair, consistent, and timely manner. Follows all district policies and procedures regarding employee evaluations and disciplinary actions. 					
Remarks:					
Goal(s) to Achieve During Next Evaluation Period:					
SIGNATURES					
Name of Evaluator (Printed): _____ Evaluator's Title: _____ Evaluator's Signature: _____ Date: _____					
<i>I understand that my signature signified I have read the evaluation. It does not indicate agreement with its content. I understand that I have the right to respond in writing and my comments will be attached to the form in my personnel file.</i>					
Name of Employee (Printed): _____ Employee Signature: _____ Date: _____					

Make two copies: One for the employee and one for the supervisor/evaluator.
 Send original to Human Resources to be placed in the employee's personnel file.