



Rowan-Salisbury School System Classified Staff Evaluation

Employee Name	
Job Title/Position	
Location	
Date	
Evaluator/Title	

Above Standard: This rating is given to employees who consistently exceed the majority of expectation. They are often mentors or assist their colleagues. These employees take on extra projects and tasks, need minimal supervision, are self-reflective of their performance and demonstrate professionalism in all aspects of their position.

At Standard: This rating is given to employees who consistently meet expectations and consistently demonstrate competence at an expected level.

Below Standard: This rating is given to employees who consistently do not meet all expectations.

Performance Evaluation Ratings:

Area of Evaluation	Above Standard	At Standard	Below Standard
Quality of Work (accuracy, promptness, presentation, organization)			
Productivity (quality of acceptable work produced)			
Knowledge of Job (understanding of present job, related jobs, materials and equipment necessary to perform the job)			
Reliability and Dependability (supervision required, consistency, timely completion of duties, follow-up)			
Attendance (overall attendance records, punctuality, time on task)			
Initiative (exhibits a good work ethic, pursues new and appropriate tasks, works independently, works with enthusiasm)			
Creativity (ability to offer suggestions and propose new solutions to work-related needs)			

Working Relationships (willing to help others and cooperate with fellow employees and supervisors, refrains from gossip or any dialogue which might be considered unprofessional, adheres to policies regarding harassment)			
Adherence to District Policies (follows all policies and procedures as outlined by the Board of Education, supervisors)			
Attitude (approaches work positively, accepts constructive criticism, displays a cooperative spirit)			
Overall Performance Rating			

Evaluator Comments:

Supervisor may make comments on overall performance evaluation and/or specific steps employee must take to improve performance within a specified time period.

Employee Comments:

Employee comments are optional.

Employee Signature:	Date:
Evaluator Signature:	Date:

Directions:

Prior to the evaluation, please review the instrument with all classified employees. Keep a sign in sheet where training on the instrument was provided and submit to HR by 9-01-2021. Evaluations will be completed annually. All evaluations need to be completed **by May 25, 2022**. The original needs to be submitted to Human Resources **by May 27, 2022**. Evaluators keep a copy at the school level and give the employee a copy.

If two or more staff supervise an employee, work together to complete the evaluation. For example, the head custodian will be evaluated by administration; however, the head custodian may or may not provide input for the administrator to evaluate the other custodial staff. The media coordinator may provide input for the evaluation of the media/tech assistant. This is your call as the administrator. Be consistent!