

TERRELL INDEPENDENT SCHOOL DISTRICT

PERFORMANCE EVALUATION

Employee's Name _____ Signature _____

Social Security No. _____

Position _____ Campus/Dept. _____

Date of Previous Appraisal _____ Date of This Appraisal _____

The purpose of evaluation is to stimulate performance improvement and support employment recommendation.

Scale to be used:

Unsatisfactory	- weak, inadequate, needs improvement
Satisfactory	- meeting normal expectations
Exceptional	- takes initiative, exceeds normal expectations, consistently performs in a superior manner

Ratings of unsatisfactory and/or exceptional must be addressed in conference summary with supporting data.

Factors of Appraisal

Unsatisfactory
Satisfactory
Exceptional

- | | | | | | |
|----|-------------------|---|--------------------------|--------------------------|--------------------------|
| 1. | Quality of Work: | Quality of work regularly produced meets expectations..... | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. | Quantity of Work: | Quantity of work regularly produced meets expectations..... | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. | Attendance: | Demonstrates punctuality and good attendance in adhering to work schedules..... | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 4. | Safety: | Insures safety of self, students and co-worker(s)..... | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 5. | Attitude: | Interest and enthusiasm are shown in job performance and relationships with others..... | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 6. | Job Knowledge: | Employee demonstrates knowledge and understanding of work to be performed..... | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 7. | Judgment: | Reasonable choices are made when a course of action must be determined..... | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 8. | Initiative: | Useful ideas are generated and imagination shown in carrying out instructions..... | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 9. | Leadership: | Employee guides others effectively in performance of assigned responsibilities..... | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

Date: _____ Evaluator's Signature: _____

Evaluatooee's Signature: _____

Comments: _____

Date: _____ Evaluator's Signature: _____

Comments: _____