

TERRELL INDEPENDENT SCHOOL DISTRICT  
AUXILIARY STAFF 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.

Factors to be used:                      Unsatisfactory - Performance is consistently unacceptable.  
   Satisfactory - Performance is within standard and presents no significant problems.  
   Exceptional - Performance is consistently far superior to what is normally expected.

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

Factors of Appraisal

- |  | Unsatisfactory<br>Satisfactory<br>Exceptional                              |
|--|--|
| 1. Accuracy: In duty performance. Ranges from requiring minimal supervision and being almost always accurate to that of needing close supervision due to frequent unreliable performance.  | <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> |
| 2. Alertness: In grasping instructions and solving problems. Ranges from being exceptionally alert and creative in problem solving to that of being slow to understand and seldom having new ideas.  | <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> |
| 3. Disposition: In attentiveness and friendliness toward co-workers and everyone else you come in contact with in your job. Ranges from being extremely agreeable and polite to being discourteous and antagonistic.   | <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> |
| 4. Physical Fitness: In the ability to work steadily in all conditions without tiring excessively. Ranges from being able to adapt one's body to heavier work loads and extreme weather to being weak and easily put off by physical challenges.   | <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> |
| 5. Personal appearance: The ability to exhibit pride in one's work and person by maintaining a neat appearance. Ranges from being extremely well squared away, to that of being very disordered and slovenly.  | <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> |
| 6. Attendance: In coming to work daily and conforming to a regular work schedule. Ranges from being regular and on time to being frequently late or absent without good cause.   | <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> |
| 7. Job Knowledge: Information acquired about job specifics and standards. Ranges from complete mastery of various phases of job and desiring to acquire new knowledge to that of allowing oneself to remain uninformed of current methods and having no interest in learning.  | <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> |
| 8. Enthusiasm: In the desire to fulfill job responsibilities. Ranges from exhibiting an eagerness toward accomplishing one's duties to that of disinterest in the job itself.  | <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> |
| 9. Quality of Work: In the grade of work accomplished. Ranges from delivering an exceptional finished product through frequent self-inspection to that of continually producing unsatisfactory work with no regard to needing to improve.<br>Quantity of Work: In the amount of work done daily. Ranges from accomplishing an exceptional quantity of work to that of not pulling one's own weight and chronically underachieving. | <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> |
| 10. Safety and Security: Shows initiative in recognizing needs of job and suggests ways to improve efficiency and productivity. Exhibits and demonstrates good safety and security measures.   | <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> |

Date: \_\_\_\_\_ Evaluatees Signature: \_\_\_\_\_

Comments: \_\_\_\_\_

Date: \_\_\_\_\_ Evaluator's Signature: \_\_\_\_\_

Comments: \_\_\_\_\_