



Support Staff Performance Review

Date of Review:

FY

Employee Name _____

Position _____

Department/School _____

Evaluator _____

Reason for Review: ☐ Annual ☐ Unsatisfactory Performance

Definition of Performance Ratings

O – Outstanding. Performance is outstanding in all areas and is recognizable as being superior to some others with the same duties.

I - Improvement Needed. Performance is deficient in certain areas; improvement is necessary.

V - Very good. Results clearly exceed most position requirements. Performance is of high quality and is achieved on a consistent basis.

U - Unsatisfactory. Results are generally unacceptable and require immediate improvement. No merit increase should be gained to individual with this rating.

G - Good. Competent and dependable level of performance. Meets performance standards of the job.

N/A – Not applicable or too soon to rate.

General Factors	Rating	Supportive Details or Comments
1. Quality - The extent to which the employee's work is accurate, thorough and neat.	O	<input type="checkbox"/>
	V	<input type="checkbox"/>
	G	<input type="checkbox"/>
	I	<input type="checkbox"/>
	U	<input type="checkbox"/>
	n/a	<input type="checkbox"/>
2. Productivity - The extent to which the employee produces a significant volume of work efficiently in a specified period of time.	O	<input type="checkbox"/>
	V	<input type="checkbox"/>
	G	<input type="checkbox"/>
	I	<input type="checkbox"/>
	U	<input type="checkbox"/>
	n/a	<input type="checkbox"/>
3. Job Knowledge - The extent to which the employee possesses the practical and/or technical knowledge required on the job.	O	<input type="checkbox"/>
	V	<input type="checkbox"/>
	G	<input type="checkbox"/>
	I	<input type="checkbox"/>
	U	<input type="checkbox"/>
	n/a	<input type="checkbox"/>
4. Reliability - The extent to which an employee can be relied upon regarding task completion and follow-up.	O	<input type="checkbox"/>
	V	<input type="checkbox"/>
	G	<input type="checkbox"/>
	I	<input type="checkbox"/>
	U	<input type="checkbox"/>
	n/a	<input type="checkbox"/>

5. Professionalism - The extent to which an employee is punctual and observes prescribed work periods, acts and dresses professionally, and adheres to all district policies.	O	<input type="checkbox"/>	
	V	<input type="checkbox"/>	
	G	<input type="checkbox"/>	
	I	<input type="checkbox"/>	
	U	<input type="checkbox"/>	
n/a	<input type="checkbox"/>		
6. Independence - The extent to which an employee performs work with little to no supervision.	O	<input type="checkbox"/>	
	V	<input type="checkbox"/>	
	G	<input type="checkbox"/>	
	I	<input type="checkbox"/>	
	U	<input type="checkbox"/>	
n/a	<input type="checkbox"/>		
7. Creativity - The extent to which an employee proposes ideas to improve or find better ways of completing work.	O	<input type="checkbox"/>	
	V	<input type="checkbox"/>	
	G	<input type="checkbox"/>	
	I	<input type="checkbox"/>	
	U	<input type="checkbox"/>	
n/a	<input type="checkbox"/>		
8. Initiative - The extent to which an employee seeks out new assignments or performs work not prescribed to him/her for the overall productivity of the dept/school.	O	<input type="checkbox"/>	
	V	<input type="checkbox"/>	
	G	<input type="checkbox"/>	
	I	<input type="checkbox"/>	
	U	<input type="checkbox"/>	
n/a	<input type="checkbox"/>		
Complete all of the following:			

1. Accomplishments of the employee: _____
2. Recommendations for improvement: _____

Employee Comments

Signature of Employee _____ Signature of Evaluator _____

Date _____

Date _____

This completed form should be forwarded to the Personnel Department to be archived in the employee's personnel file.