

				D U N S A T I S F A C T O R Y	E D O E S N O T A P P L Y	SECTION B: <u>Record job STRENGTHS and superior performance.</u>
						SECTION C: Record PROGRESS ACHIEVED in attaining previously set goals for improved work performance for personal or job qualification.

GENERAL SKILLS							
1.	Complies with policies, regulations, and procedures.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	SECTION D: Record specific GOALS OR IMPROVEMENT PROGRAMS to be undertaken during the next evaluation period.
2.	Maintains a good attendance record.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3.	Observes time/work schedules.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
4.	Presents an appropriate appearance.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
5.	Uses materials/equipment safely and economically.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	SECTION E: Record specific work performance DEFICIENCIES or job behavior requiring improvement or correction. Explain checks in Column D.
6.	Plans, organizes, and prioritizes work effectively.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
7.	Relates respectfully and courteously to students.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
8.	Responds to needs of community/parents in a professional manner.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
9.	Works courteously and relates effectively with fellow employees.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

				<input type="checkbox"/>	<input type="checkbox"/>		
12.	Completes satisfactory volume of quality work within a reasonable time frame.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	SUMMARY EVALUATION – Check overall performance : <input type="checkbox"/> Outstanding <input type="checkbox"/> Needs to Improve <input type="checkbox"/> Competent/Meets Standards <input type="checkbox"/> Unsatisfactory An overall rating below "Competent/Meets Standards" will NOT be forwarded to employee's Personnel File for TEN working days after receipt of his/her copy.
13.	Demonstrates ability to make independent judgments.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
14.	Willingly accepts suggestions/directions.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	RATER: <input type="checkbox"/> I DO <input type="checkbox"/> I DO NOT recommend this employee be granted permanent status.
15.	Shows an interest in self-improvement.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
16.	Understands department/school objectives and works to achieve them.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Signature: _____ Title: _____ Date: _____
17.	Keeps lines of communication open between self and supervisor.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

COUNSELING TECHNICIAN SKILLS							
1.	Demonstrates typing and proofreading ability to produce a quality document.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	REVIEWER: (If none, so indicate) Signature: _____ Title: _____ Date: _____
2.	Demonstrates ability to work independently.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

