

RED OAK COMMUNITY SCHOOL DISTRICT NONCERTIFIED EVALUATION FORM

Name: [Click here to enter text.](#)

Position: [Click here to enter text.](#)

School Assignment: [Click here to enter text.](#)

PERFORMANCE AREA I: Personal Qualifications

LEVELS OF PERFORMANCE

CRITERIA	<u>DOES NOT MEET</u>	<u>NEEDS IMPROVEMENT</u>	<u>MEETS</u>
A. Relationship with people	<input type="checkbox"/> Frequently demonstrates inability to communicate and work with others	<input type="checkbox"/> Occasionally exhibits ability to communicate and work with others	<input type="checkbox"/> Regularly demonstrates ability to communicate and work with others
B. Attitude	<input type="checkbox"/> Frequently demonstrates inability to accept direction	<input type="checkbox"/> Occasionally exhibits inability to accept direction	<input type="checkbox"/> Regularly demonstrates ability to accept direction and works enthusiastically
C. Personal Fitness	<input type="checkbox"/> Frequently demonstrates physical and/or emotional inability to perform assigned duties	<input type="checkbox"/> Occasionally exhibits physical and/or emotional inability to perform assigned duties	<input type="checkbox"/> Regularly demonstrates physical and emotional ability to perform assigned duties
D. Punctuality and Attendance	<input type="checkbox"/> Frequently is late to or absent from duties	<input type="checkbox"/> Occasionally is late to or absent from duties	<input type="checkbox"/> Regularly comes to work on time and works until quitting time, few absences
E. Dependability	<input type="checkbox"/> Frequently wastes time or disregards work rules or policies	<input type="checkbox"/> Occasionally wastes time or disregards work rules or policies	<input type="checkbox"/> Regularly utilizes time appropriately and follows all rules and policies
F. Understand Duties	<input type="checkbox"/> Frequently demonstrates inability to understand all aspects of assigned duties	<input type="checkbox"/> Occasionally demonstrates an understanding of all aspects of assigned duties	<input type="checkbox"/> Regularly demonstrates a clear understanding of all aspects of assigned duties
G. Act Independently	<input type="checkbox"/> Frequently demonstrates inability to act independently without the need for supervision	<input type="checkbox"/> Occasionally demonstrates the ability	<input type="checkbox"/> Regularly demonstrates the ability to act independently without the need for supervision
H. Judgment	<input type="checkbox"/> Frequently demonstrates unsound judgment when confronted with unusual or different situations	<input type="checkbox"/> Occasionally demonstrates the sound judgment when confronted with unusual or different situations	<input type="checkbox"/> Regularly demonstrates sound judgment when confronted with unusual or different situations

PERFORMANCE AREA II: Job Performance

A. Quality of work	<input type="checkbox"/> Frequently inaccurate or messy and fails to follow through on assigned duties	<input type="checkbox"/> Occasionally inaccurate or messy and fails to follow through on assigned duties	<input type="checkbox"/> Regularly exhibits accuracy and neatness and follows through on assigned duties
B. Quantity of work	<input type="checkbox"/> Frequently demonstrates inability to complete assigned duties	<input type="checkbox"/> Occasionally demonstrates inability to complete assigned duties	<input type="checkbox"/> Regularly completes all assigned duties
C. Knowledge of methods	<input type="checkbox"/> Frequently demonstrates inability to do assigned duties, utilizing accepted procedures	<input type="checkbox"/> Occasionally demonstrates inability to do assigned duties, utilizing accepted procedures	<input type="checkbox"/> Regularly utilizes accepted procedures to do assigned duties

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DOES NOT MEET

NEEDS IMPROVEMENT

MEETS

D. Work habits

Frequently disorganized or fails to properly care for equipment or observe safety standards

Occasionally disorganized or fails to properly care for equipment or observe safety standards

Regularly organizes assigned duties, properly cares for equipment and observes safety standards

E. Work rules and policy

Frequently violates a district work rule or policy of the district

Occasionally violates a district work rule or policy of the district

Regularly complies with district work rules and policy

F. Knowledge of

Frequently demonstrates low level of proficiency in regard to all equipment, materials, and chemicals associated with assigned duties

Occasionally demonstrates low level of proficiency in regard to all equipment, materials, and chemicals associated with assigned duties

Regularly demonstrates proficiency in regard to all equipment, materials, and chemicals associated with assigned duties

Comments/Recommendations:

Click here to enter a date.

Date

Signature of Employee

Signature of Principal