

EVALUATION CRITERIA

	COMMENDABLE	EFFECTIVE	NEEDS IMPROVEMENT	UNSATISFACTORY
WORK QUALITY				
<i>a. Accuracy</i>	Is exceptionally accurate	Consistently exact and precise	Careless, makes recurrent errors	Makes frequent errors
<i>b. Instructions</i>	Always follows instructions with added initiative	Consistently performs assigned duties as instructed	Instructions not always followed	Poor decision making ability in handling daily duties
<i>c. Good judgment</i>	Shows exceptional ability to make good decisions in daily performance of duties	Consistently makes appropriate decisions in daily performance of duties	Inconsistent in making appropriate decisions in daily performance of duties	Poor decision making ability in handling daily duties
<i>d. Job knowledge and application</i>	Exceptional knowledge of the job and always demonstrates superior skills and organizational techniques	Possesses the skills required to perform the job and applies knowledge in a skillful and organized manner	Improved application of skills is needed	Does not meet minimum skill requirements to perform assigned duties
<i>e. Thorough and neat</i>	Job performance is of an exceptionally high quality	Job performance is consistent	Work is often not complete, with little attention to detail	Work does not meet quality standards
WORK ATTITUDES				
<i>a. Inspires others to work</i>	Works exceptionally well with others, sets a good example and takes initiative in assuming responsibilities	Works well with others and sets a good example	Does not always cooperate and rarely offers to assist others	Frequently is uncooperative and unfriendly. Does not offer to assist others
<i>Cooperates with: b. administrators, supervisors, and foreman c. teachers and co-workers d. parents and school community</i>	Exceptionally cooperative and considerate	Consistently cooperative and considerate	Not always cooperative or considerate	Lacks consideration for others. Causes friction
<i>e. Accepts suggestions and/or changes</i>	Exceptionally willing to accept and implement suggestions and/or changes	Willing to accept and implement suggestions and/or changes	Not always willing to accept and implement suggestions and/or changes	Unwilling to accept and implement suggestions and/or changes
<i>f. Positive relationships with co-workers, students, and public</i>	Shows exceptional sensitivity, cooperation, and consideration to the needs and feelings of co-workers, students and public	Shows sensitivity, cooperation, and consideration to the needs and feelings of co-workers, students, and the public	Does not always show sensitivity, cooperation or consideration to the needs and feelings of co-workers, students and the public	Fails to show sensitivity, cooperation, or consideration to the needs and feelings of co-workers, students, and the public
WORK HABITS				
<i>a. Attendance</i>	Practices excellent attendance habits	Rarely absent	Frequently absent	Habitually absent
<i>b. Punctuality</i>	Always on time	Rarely late	Frequently late	Habitually late
<i>c. Use of time</i>	Always is high producer; displays excellent time management skills	Consistently completes assignments on time	Frequently does not complete assignments on time	Does not completes work on time
<i>d. Good safety habits</i>	Demonstrates excellent safety habits. Sets an example for others	Demonstrates good safety habits	Frequently does not demonstrate good safety habits	Does not demonstrate safety habits
<i>e. Proper care of equipment and supplies</i>	Uses excellent judgment in the utilization and care of equipment and supplies	Uses good judgment in the utilization and care of equipment and supplies	Careless with equipment and supplies	Does not use equipment properly and wastes supplies
<i>f. Adaptability to changes in work assignment</i>	Demonstrates excellent adaptability	Demonstrates good adaptability	Demonstrates frequent difficulty in adapting	Fails to demonstrate adaptability