

**CLASSIFIED PERSONNEL PERFORMANCE EVALUATION
RATING SCALE INDICATORS**

[Exceptions: Teacher Assistants, Cafeteria Personnel, After School Personnel]

ATTENDANCE

SUPERIOR Always on time, ready to begin duties at the assigned hour: regular in attendance	ABOVE STANDARD Very prompt: regular in attendance.	AT STANDARD Usually present and on time.	BELOW STANDARD Negligent in attendance and/or reporting for work on time.	UNSATISFACTORY Often absent without good excuse and/or frequently reports to work late.
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KNOWLEDGE OF JOB

SUPERIOR Exceptionally well informed. Knowledge and skills exceed requirements. Requires limited supervision.	ABOVE STANDARD Has thorough knowledge of all aspects of work assignments and performs with a high degree of skill and a minimum of supervision.	AT STANDARD Has sufficient knowledge of duties and related work to satisfy requirements of job.	BELOW STANDARD Learns work assignments slowly. Requires much instruction and guidance. Attainment of required skills is marginal.	UNSATISFACTORY Very slow worker, quantity of output is well below average.
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QUALITY OF WORK

SUPERIOR Consistently thorough. Produces work of highest quality. Rarely makes mistakes.	ABOVE STANDARD Work is thorough, accurate, and above the quality requirements.	AT STANDARD Quality of output is satisfactory. Generally meets standards with only occasional work to be redone.	BELOW STANDARD Quality of work is below average. Only rarely meets acceptable standards.	UNSATISFACTORY Work is of poor quality. Must be checked constantly and often redone.
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APPEARANCE

SUPERIOR Exceptionally well groomed and neat in appearance	ABOVE STANDARD Careful about dress and appearance.	AT STANDARD Generally neat and clean; satisfactory appearance.	BELOW STANDARD Sometimes untidy and careless in appearance.	UNSATISFACTORY Very untidy in dress.
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COMMUNICATION

SUPERIOR Always courteous and uses appropriate language skills when communicating with others.	ABOVE STANDARD Polite and willing to help; always uses appropriate language skills.	AT STANDARD Agreeable and pleasant; usually uses appropriate language skills.	BELOW STANDARD Displays impoliteness and tactlessness; seldom uses appropriate language skills.	UNSATISFACTORY Blunt, impolite and discourteous to others; has poor communication skills.
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COOPERATION

SUPERIOR Is an outstanding team player who inspires cooperation from others.	ABOVE STANDARD Can always be depended upon to cooperate and provide assistance.	AT STANDARD Makes an honest effort to be cooperative, to follow instructions, and to assist others as needed.	BELOW STANDARD Cooperates with supervisor and may assist others if directed to do so.	UNSATISFACTORY Is uncooperative and not dependable; resents suggestions and refuses to assist others when requested.
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ORGANIZING/PLANNING

SUPERIOR Is outstanding in planning /organizing work which contributes to a superior degree of efficiency.	ABOVE STANDARD Consistently organizes and plans work well and achieves desired results with a high degree of efficiency.	AT STANDARD Generally plans and organizes work effectively and achieves desired results.	BELOW STANDARD Seldom organizes and plans work assignments efficiently; frequently does things the hard way wasting time and effort.	UNSATISFACTORY Unable to plan effectively or to complete tasks within a reasonable length of time without detailed instruction.
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SUPERVISORY ABILITY

SUPERIOR Outstanding, gets others to accomplish assigned work even under most difficult conditions.	ABOVE STANDARD Above average ability, gets others to accomplish assigned work with limited direction.	AT STANDARD Average ability; gets others to accomplish assigned work within reasonable guidelines.	BELOW STANDARD Below average ability; can only get others to accomplish assigned work by giving numerous, repeated directions.	UNSATISFACTORY Unsatisfactory; cannot get others to accomplish assigned work.
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OVERALL EVALUATION

SUPERIOR *Outstanding: employee far exceeds job requirements.	ABOVE STANDARD Above average: employee exceeds job requirements.	AT STANDARD Satisfactory: employee is meeting job requirements.	BELOW STANDARD Marginal: employee does not fully meet job requirements.	UNSATISFACTORY * Unsatisfactory: work is well below job requirements.
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UNION COUNTY PUBLIC SCHOOLS
CLASSIFIED PERSONNEL PERFORMANCE EVALUATION
[Exceptions: Teacher Assistants, Cafeteria Personnel, After School Personnel]

Rating Scale
(Please Check)

Name _____

School/Department _____

Assignment _____

Superior	Above Standard	At Standard	Below Standard	Unsatisfactory
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1. ATTENDANCE: The conscientious effort in coming to work daily and conforming to established work hours.

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Comments/Recommendations: _____

2. KNOWLEDGE OF JOB: The extent to which the employee understands all parts of the work assigned and demonstrates the required skills.

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Comments/Recommendations: _____

3. QUALITY OF WORK: The extent to which the employee's output is thorough, accurate, and meets quality standards.

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Comments/Recommendations: _____

4. APPEARANCE: The individual's cleanliness, grooming, neatness, and appearance of dress on the job.

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Comments/Recommendations: _____

5. COMMUNICATION: The ability of the individual to effectively and courteously communicate with others.

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Comments/Recommendations: _____

6. COOPERATION: The extent to which an individual cooperates with supervisors, associates and other employees in an effort to accomplish overall objectives.

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Comments/Recommendations: _____

Rating Scale
(Please Check)

Superior	Above Standard	At Standard	Below Standard	Unsatisfactory
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7. **ORGANIZING/PLANNING:** The effectiveness of the individual to systematically plan work assignments and achieve the desired results with a minimum of duplicated effort.

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Comments/Recommendations: _____

8. **SUPERVISORY ABILITY:** The extent an employee can supervise others to accomplish the assigned work.

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Comments/Recommendations: _____

9. **OVERALL EVALUATION:** The employee's overall performance. Check the appropriate rating.

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Comments/Recommendations: _____

EVALUATOR'S SUMMARY COMMENTS: _____

EMPLOYEE'S REACTIONS TO EVALUATION: _____

Evaluator's Signature and Date

Employee's Signature and Date
(Signature indicates that the written evaluation has been seen and discussed.)