

NICHOLAS COUNTY SCHOOLS  
PERSONNEL EVALUATION FORM  
SERVICE PERSONNEL

20 \_\_\_\_ TO 20 \_\_\_\_

Name: \_\_\_\_\_ School or Position: \_\_\_\_\_

Evaluator: \_\_\_\_\_ Title: \_\_\_\_\_

Procedure:

- I: A copy of the specific job description and evaluation instrument will be provided to personnel at the beginning of the term of employment.
  
- II: Rating Scale: Columns are numbered 5 through 1. Column 5 represents a high rating of performance with Column 1 representing a low rating of performance. Columns 2, 3, and 4 represent progressive ratings from low to high. **A rating of 1 in any area requires improvement through remediation procedures with state time limitations.** (A copy of this recommendation will be presented to the employee)

- Composition Status:
- Does not meet standards (0-46)
  - Meets standards (47-91)
  - Exceeds standards (92-115)

*Check the appropriate box beside each item*

**1. Maintains positive work habits:**

- A. *Maintains favorable personal appearance* 5 4 3 2 1
- B. *Observes established work hours.* 5 4 3 2 1
- C. *Is punctual in reporting to work, meeting schedules, keeping appointments, and completing work.* 5 4 3 2 1
- D. *Is never absent without a valid reason.* 5 4 3 2 1
- E. *Demonstrates dependability by promptly completing all required tasks with a minimum of supervision.* 5 4 3 2 1
- F. *Work areas and equipment are well kept and safety practices are always followed* 5 4 3 2 1

**2. Positive attitude toward job. Possesses other personal qualities essential for job success:**

- A. *Has good job attitude and is cooperative* 5 4 3 2 1
- B. *Displays initiative on the job* 5 4 3 2 1
- C. *Carries out assignments in a positive manner* 5 4 3 2 1
- D. *Accepts change willingly* 5 4 3 2 1
- E. *Maintains good public relations* 5 4 3 2 1
- F. *Works cooperatively with fellow workers and administrative staff.* 5 4 3 2 1

**3. Performs duties efficiently and productively:**

- A. Quantity and quality of work produced in a workday meets supervisor's expectations. 5 4 3 2 1
- B. Employs consistent and reliable work judgments. 5 4 3 2 1
- C. Thinks through each task and acquires needed materials/resources prior to beginning the task 5 4 3 2 1
- D. Readily accepts responsibility and is willing to take on extra duties... 5 4 3 2 1
- E. Follows instructions and has ability to carry out directions. 5 4 3 2 1
- F. Can coordinate work, which directly or indirectly involves other employees or departments. 5 4 3 2 1

**4. Complies with all policies and regulations.**

- A. Complies with rules and regulations 5 4 3 2 1
- B. Follows state and county policies 5 4 3 2 1
- C. Uses proper channels in referral of problems. 5 4 3 2 1

**5. Maintains and/or upgrades skills**

- A. Has acquired acceptable level of job knowledge. 5 4 3 2 1
- B. Seeks ways to maintain and upgrade job skills 5 4 3 2 1

General  
Comments

I have read the evaluation and discussed it with the evaluator.

If I do not agree with the evaluation, I understand that I may include a written statement as an addendum to this document  Yes  No

\_\_\_\_\_  
Employee

\_\_\_\_\_  
Date

\_\_\_\_\_  
Evaluator

\_\_\_\_\_  
Date

Note: All areas checked in box one shall be identified with remediation procedures and time frame on an accompanying PERFORMANCE IMPROVEMENT FORM. Employees shall receive a copy of the completed form