

BENTON PUBLIC SCHOOLS

Non-Certified Personnel Evaluation Form

Name _____ Job Title _____ Date _____

Circle an X in one of the nine spaces for each trait Low...to...High

Quality Of Work	Subnormal: frequent and repeated errors <table border="1" style="width: 100%; text-align: center;"><tr><td>X</td><td>X</td><td>X</td></tr></table>	X	X	X	Normal: seldom repeats errors <table border="1" style="width: 100%; text-align: center;"><tr><td>X</td><td>X</td><td>X</td></tr></table>	X	X	X	Exceptionally high: rarely makes errors <table border="1" style="width: 100%; text-align: center;"><tr><td>X</td><td>X</td><td>X</td></tr></table>	X	X	X
X	X	X										
X	X	X										
X	X	X										
Quantity Of Work	Low for type of work <table border="1" style="width: 100%; text-align: center;"><tr><td>X</td><td>X</td><td>X</td></tr></table>	X	X	X	Normal for type of work <table border="1" style="width: 100%; text-align: center;"><tr><td>X</td><td>X</td><td>X</td></tr></table>	X	X	X	Exceptionally high <table border="1" style="width: 100%; text-align: center;"><tr><td>X</td><td>X</td><td>X</td></tr></table>	X	X	X
X	X	X										
X	X	X										
X	X	X										
Work Performance	Requires close supervision <table border="1" style="width: 100%; text-align: center;"><tr><td>X</td><td>X</td><td>X</td></tr></table>	X	X	X	Meets expectations adequately <table border="1" style="width: 100%; text-align: center;"><tr><td>X</td><td>X</td><td>X</td></tr></table>	X	X	X	Goes above and beyond/ self directed <table border="1" style="width: 100%; text-align: center;"><tr><td>X</td><td>X</td><td>X</td></tr></table>	X	X	X
X	X	X										
X	X	X										
X	X	X										
Reliability	Cannot be depended upon <table border="1" style="width: 100%; text-align: center;"><tr><td>X</td><td>X</td><td>X</td></tr></table>	X	X	X	Reliable and dependable <table border="1" style="width: 100%; text-align: center;"><tr><td>X</td><td>X</td><td>X</td></tr></table>	X	X	X	Exceptionally reliable <table border="1" style="width: 100%; text-align: center;"><tr><td>X</td><td>X</td><td>X</td></tr></table>	X	X	X
X	X	X										
X	X	X										
X	X	X										
Cooperativeness	Difficult to work with <table border="1" style="width: 100%; text-align: center;"><tr><td>X</td><td>X</td><td>X</td></tr></table>	X	X	X	Easy to work with <table border="1" style="width: 100%; text-align: center;"><tr><td>X</td><td>X</td><td>X</td></tr></table>	X	X	X	Exceptionally cooperative <table border="1" style="width: 100%; text-align: center;"><tr><td>X</td><td>X</td><td>X</td></tr></table>	X	X	X
X	X	X										
X	X	X										
X	X	X										
Personal Appearance	Careless in dress and manner <table border="1" style="width: 100%; text-align: center;"><tr><td>X</td><td>X</td><td>X</td></tr></table>	X	X	X	Neatly dressed <table border="1" style="width: 100%; text-align: center;"><tr><td>X</td><td>X</td><td>X</td></tr></table>	X	X	X	Exceptionally neat and well groomed <table border="1" style="width: 100%; text-align: center;"><tr><td>X</td><td>X</td><td>X</td></tr></table>	X	X	X
X	X	X										
X	X	X										
X	X	X										
Punctuality	Frequently late <table border="1" style="width: 100%; text-align: center;"><tr><td>X</td><td>X</td><td>X</td></tr></table>	X	X	X	Seldom late <table border="1" style="width: 100%; text-align: center;"><tr><td>X</td><td>X</td><td>X</td></tr></table>	X	X	X	Consistently punctual <table border="1" style="width: 100%; text-align: center;"><tr><td>X</td><td>X</td><td>X</td></tr></table>	X	X	X
X	X	X										
X	X	X										
X	X	X										
Attendance	Frequently absent <table border="1" style="width: 100%; text-align: center;"><tr><td>X</td><td>X</td><td>X</td></tr></table>	X	X	X	Seldom absent <table border="1" style="width: 100%; text-align: center;"><tr><td>X</td><td>X</td><td>X</td></tr></table>	X	X	X	Consistently present <table border="1" style="width: 100%; text-align: center;"><tr><td>X</td><td>X</td><td>X</td></tr></table>	X	X	X
X	X	X										
X	X	X										
X	X	X										
General Evaluation	Needs improvement <table border="1" style="width: 100%; text-align: center;"><tr><td>X</td><td>X</td><td>X</td></tr></table>	X	X	X	Satisfactory in present position <table border="1" style="width: 100%; text-align: center;"><tr><td>X</td><td>X</td><td>X</td></tr></table>	X	X	X	Exemplary performance <table border="1" style="width: 100%; text-align: center;"><tr><td>X</td><td>X</td><td>X</td></tr></table>	X	X	X
X	X	X										
X	X	X										
X	X	X										

Recommended for re-employment **YES** **NO** _____

Signature of Evaluator

Comments: _____

This evaluation has been discussed with me _____

Signature of Employee

Comments: _____