

SAU 16 Support Staff Evaluation Form

School Year _____

Employee _____

District _____

Position Title _____

School/Dept. _____

Performance Criteria	Performance Levels (Check the Appropriate box)			
Generic performance standards that are either expressed or implied as an integral part of support staff job descriptions/responsibilities	4 = Unsatisfactory 3 = Basic 2 = Proficient 1 = Exemplary			
	1	2	3	4
	Exemplary	Proficient	Basic	Unsatisfactory
1. DEPENDABILITY – (demonstrates commitment to demands of jobs; meets deadlines)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. ATTITUDE (flexible, respectful, cooperative)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. INITIATIVE (is self-motivated, resourceful; independent)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. JUDGEMENT (discretion, confidentiality)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. FOLLOWS CHAIN OF COMMAND	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. STUDENT RELATIONSHIPS	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. INSERVICE	satisfactory <input type="checkbox"/>		unsatisfactory <input type="checkbox"/>	
8. ATTENDANCE <u>Comments:</u>				

[Probationary Employees Only]

RELEASE FROM PROBATIONARY STATUS

Yes [] No []

PLEASE SEE OTHER SIDE

Name of Employee: _____

Evaluator's Comments:

Employee's Comments:

We have discussed this evaluation.

Signature of Evaluator

Signature of Employee

Date

Date