

CONWAY SCHOOL DISTRICT

AFSCME - SUPPORT STAFF EVALUATION FORM

NAME: _____
POSITION/TITLE: _____

DATE: _____
SCHOOL/DEPT. _____

For the performance factors listed below indicate with the appropriate number the effectiveness with which they were applied in achieving the results. When evaluating each factor, apply the following definitions:

- Commendable:** **Exceptional performance, role model for peers**
- Proficient:** **A skillful worker who consistently meets requirements and expectations**
- Basic:** **Improvement needed to increase effectiveness; growth will strengthen ability to handle responsibilities**
- Unsatisfactory:** **Unacceptable job performance**

PERFORMANCE FACTORS		COMMENDABLE	PROFICIENT	BASIC	UNSATISFACTORY
1. JOB PERFORMANCE 40% -Is able to interact appropriately & effectively with students and staff ____ -Follows directions and completes assignments ____ -Is skilled at performing tasks ____ -Strives to succeed/stretches personal resources ____	10 pts each	36-40	31-35	25-30	0-24
2. SELF MOTIVATION/MANAGEMENT 30% -Builds on strengths ____ -Personally well organized ____ -Completes assignments on time ____ -Utilizes time efficiently ____ -Is punctual ____ -Takes initiative ____	5 pts each	27-30	22-26	18-20	0-17
3. ADAPTABILITY TO CHANGE 10% -Possesses the ability to be flexible ____ -Creative problem solving in a multitude of situations ____	5 pts each	9-10	7-8	5-6	0-4
4. INTERPERSONAL EFFECTIVENESS 20% -Maintains effective working relationships with others ____ -Presents ideas effectively ____ -Uses feedback to improve performance ____ -Listens well ____	5 pts each	18-20	15-17	12-14	0-11

