

**CONWAY SCHOOL DISTRICT
SUPPORT STAFF EVALUATION FORM**

NAME: _____ DATE: _____

POSITION TITLE: _____ SCHOOL/DEPT. _____

For the performance factors listed below indicate (x) 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 50% -Is able to interact appropriately & effectively with students ____ -Follows directions easily ____ -Completes assignments on time in compliance with direction given ____ -Is skilled at performing tasks ____ -Strives to succeed/stretches personal resources/listens well ____ | 41-50 | 31-40 | 16-30 | 0-15 |
| 10 pts each | | | | |
| 2. SELF MOTIVATION/MANAGEMENT 20% -Builds on strengths and works on deficiencies ____ -Personally well organized ____ -Utilizes time efficiently ____ -Takes initiative ____ | 16-20 | 11-15 | 6-10 | 0-5 |
| 5 pts each | | | | |
| 3. ADAPTABILITY TO CHANGE 10% -Possesses the ability to be flexible ____ -Adaptable to a multitude of situations ____ | 9-10 | 6-8 | 3-5 | 0-2 |
| 5 pts each | | | | |
| 4. INTERPERSONAL EFFECTIVENESS 15% -Maintains effective working relationships with others ____ -Presents ideas effectively ____ -Uses feedback to improve performance ____ | 13-15 | 10-12 | 4-9 | 0-3 |
| 5 pts each | | | | |
| 5. PUNCTUALITY 5% -Consistently performs all assigned responsibilities when expected and on time ____ | 5 | 4 | 2-3 | 0-1 |
| 5 pts each | | | | |

_____ Total Points 84-100 62-83 31-61 0-30

