

**MACONAQUAH SCHOOL CORPORATION  
CLASSIFIED PERSONNEL PERFORMANCE EVALUATION**

\_\_\_ 60 Day (New)  
\_\_\_ Mid-Year  
\_\_\_ Annual

School Year: \_\_\_\_\_

NAME: \_\_\_\_\_ Position: \_\_\_\_\_

**RATINGS:** 4 – Highly Effective  
3 – Effective  
2 – Improvement Necessary  
1 – Ineffective

CATEGORY	RATING			
	4	3	2	1
Attendance/Punctuality (4=Perfect, 3=Effective)				
Quality of Work/Care of Equipment				
Attitude/Customer Service				
Professional Goals				

++Any rating other than a 3 requires supporting documentation. Ratings of 1 or 2 require an improvement plan.

++Earning a 1 or 2 in two of the above categories disqualifies you for any performance bonus

**Goals:**

(1) \_\_\_\_\_  
(2) \_\_\_\_\_

**Evaluator's Summary Comments:**

**Employee's Summary Comments:**

Evaluated by: \_\_\_\_\_ Title: \_\_\_\_\_ Date: \_\_\_\_\_

I certify that this evaluation has been discussed with me and I have received a copy. I understand that my signature does not necessarily indicate my agreement with the evaluation. Employee's comments may be attached to evaluation form.

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

cc: Original to corporation personnel file  
Duplicate to employee

# of Dock Days Used \_\_\_\_\_

Perfect Attendance \_\_\_\_\_ (yes/no)

**Total Score** \_\_\_\_\_

**Average Score** \_\_\_\_\_

**Merit** \_\_\_\_\_

### **Attendance/Punctuality**

Consider attendance, the manner in which leave time is used, and employee arrival and departure times. Perfect attendance and punctuality gets a "4" score, not using any dock days gets a "3" score.

### **Quality of Work/Care of Equipment**

Demonstrates efficiency and promptness in work performance. Accuracy, neatness, thoroughness. Demonstrates proper maintenance and use of equipment and materials. Utilizes proper safety procedures.

### **Attitude/Customer Service**

Exhibits positive attitude and professional behavior. Accepts constructive suggestions for growth and improvement. Cooperates with supervisors, peers, students, and general public. Respect for others. Maintains positive work relationships within work environment.

### **Professional Goals**

Create 2 professional goals with approval from supervisor.