

HAMMONDSPORT CENTRAL SCHOOL DISTRICT

EMPLOYEE PERFORMANCE APPRAISAL

Name: _____
 Date of Hire: _____
 Date in Position: _____

Position: _____
 Function: _____
 Appraisal Date: _____

INDICATORS OF PERFORMANCE LEVELS

- Outstanding (O) - Performance is consistently exceptional on all occasions.
- Above Average (AA) - Performance exceeds essential requirements on a regular basis.
- Satisfactory (S) - Performance fully meets essential requirements.
- Marginal (M) - Performance does not meet essential requirements. Improvement must occur.
- Unsatisfactory (U) - Performance is not acceptable.

PART I - ESSENTIAL AND COMMON CHARACTERISTICS

ITEM	EVAL.	COMMENTS
<u>Administrative Effectiveness</u> - Consider skill in planning, organizing and implementing work assignments or projects		
<u>Accuracy and Thoroughness</u> - Consider quality and conformance to standards		
<u>Speed and Efficiency</u> - Consider amount of work produced in a given time.		
<u>Initiative and Resourcefulness</u> - Consider amount of drive and creativity - the ability to start and complete work.		
<u>Adaptability</u> - Consider efficiency under stress; receptiveness to change/new ideas.		
<u>Relationships</u> - Consider ability to work effectively with peers and supervisor.		
<u>Communications</u> - Consider expression of oral or written ideas. Also, the ability to observe and listen.		
<u>Attitude and Cooperation</u> - Consider degree to which employee is supportive of BOCES objectives, decisions and policies		

Part II - APPRAISAL OF EMPLOYEE'S ESSENTIAL DUTIES

ESSENTIAL DUTIES	EVAL.	COMMENTS
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		
11.		
12.		
13.		

Part III - APPRAISAL OF SUPERVISORY CHARACTERISTICS (IF APPLICABLE)

ITEM	EVAL.	COMMENTS
<p><u>JUDGEMENT/DECISION MAKING</u> - Consider degree of analysis, objectivity and foresight used to make decisions.</p>		
<p><u>LEADERSHIP</u> - Consider the skill in achieving results through others, formally or informally.</p>		
<p><u>SUPERVISORY SKILL</u> - Consider the ability to select, train, motivate and develop subordinates.</p>		
<p><u>DELEGATION OF AUTHORITY AND RESPONSIBILITY</u> - Consider the ability to provide subordinates with authority commensurate with responsibility.</p>		
<p><u>ESTABLISHING GOALS</u> - Consider the ability to effectively establish clear work objectives which focus employee efforts on specific end results.</p>		
<p><u>FOLLOW UP</u> - Consider the employee's ability to monitor subordinates' tasks in a professional and timely manner.</p>		
<p><u>INSTILLING SENSE OF QUALITY PERFORMANCE</u> - Consider the skill exercised in motivating subordinates to achieve a high degree of accuracy in their work.</p>		
<p><u>CONTROLLING COSTS</u> - Consider the foresight and planning to budget wisely and monitor expenses diligently.</p>		
<p><u>PLANNING AND ORGANIZING</u> - Consider the thoughtfulness and prioritization required to manage time, schedules, and project deadlines.</p>		

PART V - ADDITIONAL COMMENTS BY EVALUATOR

PART VI - OVERALL PERFORMANCE RATING

<u>UNSATISFACTORY</u>	<u>MARGINAL</u>	<u>SATISFACTORY</u>	<u>ABOVE AVERAGE</u>	<u>OUTSTANDING</u>
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

PART VII - APPROVALS

EVALUATOR: _____ DATE: _____

REVIEWER: _____ DATE: _____

PART VIII - EMPLOYEE COMMENTS

THIS EMPLOYEE PERFORMANCE APPRAISAL HAS BEEN DISCUSSED WITH ME AND MY COMMENTS ARE NOTED ABOVE:

EMPLOYEE: _____ DATE: _____