

Support Staff Evaluation Form
Bismarck Public Schools

Lisa Neff
Employee

Megan Goetz
Evaluator

6-2-2016
Date

Please circle one or more of the effectiveness ratings presented for each time. For example, if your assessment of performance in the area described by a particular item is that it meets expectations but also represents an important opportunity for improvement, choose both M and I.

S - A Strength M - Meets Expectations I - Improvement Opportunity NA - Not Applicable

1. Knowledge of Job: Understanding job procedures, equipment, and methods, responsibilities and scope of duties.

Effectiveness Ratings

	S	M	I	NA
Knows and applies appropriate skills.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Knows and follows appropriate procedures.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Operates equipment correctly.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Improves work procedures.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Meets required licensing or certification requirements of position.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Comments: Lisa has participated in all trainings offered to her. She is new in this position and still learning skills required in working with elementary students. However, she has been observed to use strategies that have been taught to her.

2. Quality of Work: Completing work thoroughly, accurately and according to specifications.

Follows instructions.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Produces few errors.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Maintains good records.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Comments: Lisa has followed all instructions given to him. She maintains records for our sensory room rotations as instructed.

3. Volume of Work: Completing assigned tasks within specified time limits.

Works quickly.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Meets deadlines.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Adapts quickly to changing situations.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Comments: Lisa's schedule has changed frequently throughout the year, in which she has responded graciously.

4. Planning, organizing and coordinating: Using methods and arranging priorities as necessary to complete a task.

Obtains needed information.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Organizes work area.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Displays flexibility.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Coordinates information and/or work.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Comments: Lisa keeps a neat work area and respects others space around her. At times, she may hesitate on what information to share and with whom due to multiple staff being itinerant in the building.

5. Problem Solving: Recognizing and responding successfully to problem situations.

Selects suitable course of action.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Maintains composure.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Correctly diagnoses and communicates problem.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Comments: Lisa is still learning how to work with students with behavioral needs. It is not that she is incapable or unwilling to follow directives, but more so that she is unsure as to how to proceed. She has been great in asking for feedback from staff on if she handled the situation properly. Lisa

is also seeking to become CPI trained this summer so that she does have the skills in order to problem solve. Thanks Lisa for your willingness to grow!

6. **Interaction with Others:** Displays good interpersonal skills and rapport in maintaining smooth working relations with people inside and outside of the work areas.

	S	M	I	NA
Maintains rapport with students.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Accepts work direction.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Cooperates with co-workers.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Effectively represents district to parents and public.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Displays professional demeanor.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Accepts and offers constructive criticism.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Displays leadership in area of responsibility.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Comments: At first Lisa was very shy when working with students, but once she works with them for awhile she does build rapport. This would be an area to improve on, in that she tries to build the rapport quicker with the students. Lisa cooperates with all co-workers and always displays professional demeanor. She also handles constructive criticism extremely well.

7. **Communication:** Communicating effectively, completely, and accurately in oral, written, and nonverbal form.

Demonstrates effective listening skills.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Transmits ideas and information clearly and concisely.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Provides complete and accurate information.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Demonstrates and maintains positive communication.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Handles confidential information in an appropriate manner.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Comments: Lisa communicates effectively in the work environment. She will seek assistance when needed or clarify something when he doesn't understand. She will offer ideas or suggestions when discussing a student. Lisa stays positive when working with students.

8. **Dependability and Commitment to Job:** Demonstrating a consistent, dependable work effort and a positive attitude.

Completes assigned work.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Demonstrates appropriate initiative.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Displays willingness to assist others.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Displays flexibility in work schedule.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is present at workstation.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Arrives on time for work.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Takes appropriate amount of time for breaks.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is readily accessible.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Comments: Lisa has always been dependable this year. We appreciate that Lisa more than you know!

9. **Safety, Maintenance and Sanitation:** Ensuring sanitation and safety of self and others through safe work procedures.

Handling and operating equipment.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Work site neat and clean of potential hazards.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Maintenance and storage of tools and equipment.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Correct grooming and dress.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Follows sanitation procedures and policies.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Follows proper medication procedures.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Comments: Lisa ensures sanitation and safety of self and others through safe work procedures. She dresses appropriately for the job.