

SOMERSET COUNTY PUBLIC SCHOOLS

CLASSIFIED EMPLOYEE PERFORMANCE APPRAISAL

(FOR EXEMPT ASSOCIATES)

Evaluation Date: _____

Name of Employee: _____

Position Title: _____

Evaluation Period: _____ to _____

Name of Evaluator: _____

Ratings Defined:

0 Points: Unsatisfactory (requires specific documentation from supervisor/employee conference or conferences.)

1 Point: Needs Improvement

2 Points: Meets Expectations

3 Points: Exceeds Expectations

(The performance standard descriptions below indicate the employee performance to be "meets expectations". Evaluator should be able to provide specifics for other designated ratings.)

Performance Standards	Exceeds Expectations	Meets Expectations	Needs Improvement	Unsatisfactory
I. Work Productivity Goals:				
- Exhibits Initiative and works to improve system effectiveness.				
- Is well organized in daily work and demonstrates effective time management.				
-Meets all required deadlines and performs well under pressure situations.				

TOTAL POINTS _____

COMMENTS: _____

II. Work Quality Goals:				
- Work is of high quality with minimal errors.				
- Demonstrates good judgment and exhibits good problem solving skills.				
- Work is completed within expectations of the skill level required of the position.				
- Takes advantage of professional development opportunities and recommends areas for self-growth.				

TOTAL POINTS _____

COMMENTS: _____

III. Communication Skills Goals:				
- Works well with other members of the team; strives for positive working relationships.				
- Responds well to suggestions for improvement and makes appropriate requested adjustments.				
- Communicates well both orally and in writing; is accurate in communications.				
- Promotes and encourages system success by presenting work in a format that is presentable to the leadership team of the organization; board members and general public.				

TOTAL POINTS _____

COMMENTS: _____

IV. Knowledge of Job Goals:				
- Shows good working knowledge of the job skill requirements.				
- Exhibits good working relationships with co-workers; follows goals of the team.				
- Understands the importance of confidentiality within the framework of the position.				
- Shows effective technical skills necessary for the position; maintains accuracy and produces high quality work.				

TOTAL POINTS _____

COMMENTS: _____

V. Work Behavior Goals:				
- Uses available time to the maximum level; stays on regular				

EVALUATOR COMMENTS:

EMPLOYEE COMMENTS:

EMPLOYEE SIGNATURE
(Acknowledges receipt only)

DATE

EVALUATOR SIGNATURE

DATE

*In signing this document, each of us is agreeing that we have met and discussed each area. As a supervisor, I have observed this employee and have talked about his/her work performance. We reviewed the focus points prior to the start of the year and had a mid-year conference.

☐ Employee – Place a check in this box if you agree with the evaluation and have no further comments:

☐ Employee – Place a check in this box if you disagree and request an appeal. Please state the reason for your appeal in the spaces provided:
