



OKEECHOBEE COUNTY SCHOOL BOARD CLASSIFIED PERSONNEL EVALUATION

Employee Name:	Position Title:
Location:	School Year:

Please provide a rating for each indicator.	Exemplary (EX)	Highly Effective (HE)	Effective/Satisfactory (E)	Needs Improvement (NI)	Unsatisfactory (U)	Optional Comments
Attendance <input type="checkbox"/> EX <input type="checkbox"/> HE <input type="checkbox"/> E <input type="checkbox"/> NI <input type="checkbox"/> U Complies with policies and procedures regarding usage of time and leave; maintains scheduled work and break times; reports absences for emergencies and illness and requests leave in a timely manner	Adjusts schedule based on organizational needs; arranges for coverage during scheduled absence(s); adheres to daily work schedule, including meetings, breaks and mealtimes; notifies supervisor of adjustments to schedule; leave and reporting procedures are followed 100% of the time; demonstrates exemplary attendance (zero (0) – three (3) days of sick/personal leave taken, excluding Board-approved leave) and punctuality	Arranges for coverage during scheduled absence(s); adheres to daily work schedule, including meetings, breaks and mealtimes; notifies supervisor of adjustments to schedule; leave and reporting procedures are followed 100% of the time; demonstrates good attendance (four (4) – six (6) days of sick/personal leave taken, excluding Board-approved leave) and punctuality; appropriately and prudently uses leave adhering to district leave policies	Adheres to daily work schedule, including meetings, breaks and mealtimes; notifies supervisor of adjustments to schedule; seven (7) – ten (10) days of sick/personal leave taken (excluding Board-approved leave); rarely is tardy; appropriately uses leave adhering to district leave policies	Does not adhere to daily work schedule, including meetings, breaks, and mealtimes; absences for sick/personal leave exceed the ten (10) day yearly allocation except for Board-approved leave; tardiness is frequent and may interfere with job performance; occasionally absent or tardy without proper notification; inconsistently complies with leave and reporting procedures; develops a pattern of use with sick leave and/or unpaid personal leaves	Does not adhere to daily work schedule, including meetings, breaks, and mealtimes; absences exceed well over the yearly allocation; tardiness is frequent and interferes with job performance; proper notification of absence or lateness is not given; leave and reporting procedures are not followed	
Initiative <input type="checkbox"/> EX <input type="checkbox"/> HE <input type="checkbox"/> E <input type="checkbox"/> NI <input type="checkbox"/> U Self-motivated; able to work independently; takes action to meet work-related objectives; demonstrates ability to learn new job-related objectives; follows up on assigned tasks	Self-starter, recognizes and meets demands and deadlines; develops an appropriate work plan to achieve results; identifies and prioritizes critical activities and tasks to achieve results; suggests creative, practical solutions to work problems	Takes the initiative to complete required job responsibilities; self-regulates, organizes and coordinates workload for high efficiency and effectiveness, tracks the status of workloads and prioritizes when necessary	Completes required job responsibilities; has the ability to complete job requirements with little or no guidance	Requires feedback to complete required job responsibilities; has problems maintaining focus and completing assigned tasks	Requires direction through repeated explicit feedback; does not focus on priorities or complete assigned tasks; does not take initiative	
Interpersonal Skills <input type="checkbox"/> EX <input type="checkbox"/> HE <input type="checkbox"/> E <input type="checkbox"/> NI <input type="checkbox"/> U Contributes to group performance; supports organizational goals; adapts to changed circumstances; establishes and maintains effective working relationships; interacts effectively with the public; demonstrates effective communication	Communications (verbal or written) are clear, concise, courteous, positive, and helpful for multiple audiences and different situations; communications set clear expectations of due dates and follows up with questions and issues; discussions are open and respectful	Communications (verbal or written) are clear, concise, courteous, positive, and helpful; communications set clear expectations of due dates; discussions are open and respectful	Communications (verbal or written) are clear, concise, courteous, positive and helpful with occasional prompting; discussions are open and respectful	Communications (verbal or written) are clear, concise, positive, helpful, but with regular reminders; discussions are tense and not resolved	Communications (verbal or written) are unclear, unfocused and/or negative; discussions are challenged and/or argumentative	

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Job Knowledge <input type="checkbox"/> EX <input type="checkbox"/> HE <input type="checkbox"/> E <input type="checkbox"/> NI <input type="checkbox"/> U Demonstrates proper use of information, procedures, materials, equipment, techniques, and skills; demonstrates working knowledge of job; effective use of technology	Demonstrates expertise, comprehensive job knowledge and outstanding skills in the most difficult aspects of the job; has job knowledge about the organization that goes well beyond the area of responsibility; shares job knowledge within the organization	Demonstrates thorough job knowledge of key responsibilities and initiates improvement; has job knowledge about the organization that goes well beyond the area of responsibility; shares job knowledge within the organization	Demonstrates thorough job knowledge of key responsibilities; follows required documentation in the organization; keeps current in the working field	Demonstrates insufficient job knowledge of key responsibilities; requires remediation due to weak job knowledge and skills	Does not demonstrate job knowledge of key duties and responsibilities, even after remediation attempts; requires constant redirection to key responsibilities	
Productivity <input type="checkbox"/> EX <input type="checkbox"/> HE <input type="checkbox"/> E <input type="checkbox"/> NI <input type="checkbox"/> U Uses time and resources efficiently; produces acceptable quantity of work; meets deadlines and schedules; handles multiple assignments and adjusts to accommodate changes in priorities; plans and organizes effectively	Completes work assignments, as assigned, on time, with no errors; evaluates work products for completeness and accuracy; takes initiative to assist others or seeks additional assignments	Completes work assignments, as assigned, on time, with no errors; takes the initiative to assist others or seek additional assignments	Completes work assignments, as assigned, with minimal errors; informs supervisors of deadline issues	Work assignments are occasionally incomplete, inaccurate and/or late; fails to inform supervisor of deadline issues; does not implement feedback and suggestions for improvement	Work assignments are often incomplete, inaccurate and/or late; fails to inform supervisor of deadline issues; does not implement feedback and suggestions for improvement	
Quality of Work <input type="checkbox"/> EX <input type="checkbox"/> HE <input type="checkbox"/> E <input type="checkbox"/> NI <input type="checkbox"/> U Performs assignments competently and timely; work products are thorough, complete, and accurate; follows written and oral directions; performs work consistent with applicable policies and procedures	Produces work products that exceed required information; makes and implements constructive suggestions; routinely turns in work products before due date	Produces work products that exceed required information; corrects as needed; routinely suggests solutions or alternatives; produces work products that are occasionally turned in before due dates	Produces work products that contain required information; corrects as needed; occasionally suggests a solution or alternative; produces work products that are turned in by due date	Produces work products that are incomplete and/or contain errors; corrects as needed; suggests solutions or alternatives; produces work products that occasionally miss deadlines	Produces work products that contain uncorrected errors and/or are incomplete after receiving feedback; never offers solutions or alternatives; produces work products that consistently miss deadlines	
Overall Evaluation Rating <input type="checkbox"/> EX <input type="checkbox"/> HE <input type="checkbox"/> E <input type="checkbox"/> NI <input type="checkbox"/> U	Overall Comments:					

Two or more indicators marked below Effective/Satisfactory results in a less than satisfactory overall evaluation.

Supervisor Signature

Date

Employee Signature

Date

My signature does not necessarily imply agreement with the evaluation but acknowledges that I have read it. I also understand that I may submit a written response within ten (10) working days from the date of my signature.