

APPENDIX C

MUSCATINE COMMUNITY SCHOOL DISTRICT

EMPLOYEE EVALUATION REPORT

Employee name: _____

Position: _____

Date: _____

Evaluator: _____

It is the intention of a performance appraisal to serve as a critical part of the on-going communication process between supervisor and employee. The appraisal form is designed to pinpoint strengths and weakness and to identify areas where performance can be improved for the benefit of both the employee and the district.

A prime focus of the performance appraisal is the job description, to make certain that all comments are job related.

NEEDS IMPROVEMENT Performance is below acceptable level and improvement is required.

**MEETS OR EXCEEDS
JOB REQUIREMENTS** Primary requirements and expectations for the position are met and job is being performed in an acceptable or exemplary manner.

INSTRUCTIONS

RATING INDIVIDUAL FACTORS:

- * Circle or enter NI or MR which corresponds to the performance rating given; NI is for Needs Improvement, MR is for Meets or Exceeds Requirements.
- * Consider each factor separately and carefully.
- * Give specific examples and explanations for each factor rated needs improvement or meets or exceeds expectations.

APPROVALS:

The immediate supervisor should sign and date the appraisal after the discussion with the Employee. (Please put contract language regarding evaluations here.)

SECTION A: WORK PERFORMANCE

- | | | | | |
|----|-----------|---|----|----|
| 1. | KNOWLEDGE | Understanding of fundamentals, skills, methods and procedures required for the job. | NI | MR |
|----|-----------|---|----|----|

Comments and specific examples:

- | | | | | |
|----|----------|-----------------------------|----|----|
| 2. | PLANNING | Organizes work efficiently. | NI | MR |
|----|----------|-----------------------------|----|----|

Comments and specific examples:

- | | | | | |
|----|-----------|--|----|----|
| 3. | ACCURACY: | Frequency of mistakes and errors in job performance. | NI | MR |
|----|-----------|--|----|----|

Comments and specific examples:

- | | | | | |
|----|---------------|------------------------------------|----|----|
| 4. | THOUROUGHNESS | Attention to detail, completeness. | NI | MR |
|----|---------------|------------------------------------|----|----|

Comments and specific examples:

- | | | | | |
|----|---------|--------------------------|----|----|
| 5. | QUALITY | Overall quality of work. | NI | MR |
|----|---------|--------------------------|----|----|

Comments and specific examples:

SECTION B: FACTORS AFFECTING JOB PERFORMANCE

1. **ADAPTABILITY:** Conforms to instructions and policies NI MR

Comments and specific examples:

2. **ATTENDANCE:** Days absent, tardiness, break time. NI MR

Comments and specific examples:

3. **COOPERATION:** Demonstrates a willingness to work
with students, employees, and the public
regardless of race, gender, age, disability,
sexual preference, gender identity,
or other protected class status. NI MR

Comments and specific examples:

4. **INITIATIVE:** Ability to work independently and
proceed in accordance with instructions
and directions. NI MR

Comments and specific examples:

5. **RELIABILITY:** Dependable; maintains confidential. NI MR

Comments and specific examples:

6. **ATTITUDE:** Demonstrates a positive attitude towards
the district, job responsibilities and
working conditions. NI MR

Comments and specific examples:

ADDITIONAL:

EMPLOYEE COMMENTS:

OBJECTIVES FOR IMPROVING PERFORMANCE:

Employee's signature, acknowledging
that this communication has been received:

Employee's Signature

Date

Immediate Supervisor's Signature

Date

(By signing this form the employee does not necessarily agree or disagree with the contents of the review.)