

Jefferson County School Board
Administrative
Employee Performance Evaluation

Employee: _____ Date: _____

Classification: _____ Division: _____ Department: _____

Evaluation Period: From _____ To _____ Purpose: Probationary Promotional Annual Special

Above Satisfactory	Satisfactory	Needs Improvement	Unsatisfactory	<p>Instructions: Review each trait of the employee's performance in their current job for that period of time designated above. Place an "X" in the column which describes the employee's performance in that category. Explain your rating in the "Comment" section. Review your rating of the employee with your Division/Department Head. Finally, discuss the completed evaluation with the employee.</p>	
WORK HABITS:					
				Dependability	Comments:
				Attendance	
				Punctuality	
				Use of Time and Materials	
QUALITY/QUANTITY OF WORK:					
				Accepts Job Instruction	Comments:
				Accuracy, Neatness, Thoroughness	
				Volume of Acceptable Work	
				Effectiveness Under Stress	
				Ability to Plan and Organize Work	
HUMAN RELATIONS:					
				Cooperation with Fellow Employee's	Comments:
				Meeting and Dealing with Public*	
				Written Expression*	
				Verbal Expression*	
ADAPTABILITY:					
				Performance in New Situations	Comments:
				Job Knowledge/Ability to Apply Skills	
				Initiative	
				Observance of Rules and Regulations	
				Ability to Make Logical Decisions	
				Accepts Responsibility	

