# MONROE COUNTY INTERMEDIATE SCHOOL DISTRICT

Human Resources Department and Legal Counsel

1101 S. Raisinville Road

Monroe, Michigan 48161

734-242-5799

##### PERFORMANCE EVALUATION FOR HOURLY HEAD START EMPLOYEES:

***Teacher Assistant, PSA, PSA Floater, Secretary, Clerk, Bus Drivers and***

***Food Services Technician***

Employee Name:       Department:

Job Title:

## Date of Review:       Date of Last Review:

#### Instructions

All employees are reviewed yearly by JUNE 1.

**PART 1:** ***Definition of terms used:***

*Satisfactory*: Meets and occasionally exceeds established standards.

*Needs Improvement*: Sometimes meets established standards but lacks consistency; seldom exceeds and often falls short of desired results.

*Unsatisfactory*: Seldom meets established standards.

**PART 2:** ***Following are the abilities and characteristics that contribute to your job performance.***

# Job Knowledge/Skills

Employee's understanding of job functions and related job functions.

Employee's knowledge of pertinent policies and procedures.

Employee’s efforts to keep skills sharp.

Employee is productive and timely in work production.

[ ]  Satisfactory [ ]  Needs Improvement [ ]  Unsatisfactory

Comments:

# Organizing Ability

Employee’s efficient and quality use of time.

Employee's ability to prioritize.

Employee’s ability to effectively handle several assignments simultaneously.

[ ]  Satisfactory [ ]  Needs Improvement [ ]  Unsatisfactory

Comments:

# Initiative

Employee is assertive in job related functions which require action.

Employee is persistent in job related functions which require action.

Employee takes advantage of classes, seminars, workshops to improve skills.

[ ]  Satisfactory [ ]  Needs Improvement [ ]  Unsatisfactory

Comments:

# Judgment

Employee’s decisions reflect the capacity to think through a problem and reach an effective and appropriate decision.

[ ]  Satisfactory [ ]  Needs Improvement [ ]  Unsatisfactory

Comments:

# Adaptability

Employee works well with others.

Employee is open to and will try new ideas and suggestions.

Employee adapts well to new methods or conditions.

Employee is flexible.

[ ]  Satisfactory [ ]  Needs Improvement [ ]  Unsatisfactory

Comments:

# Attitude

Employee displays interest in and enthusiasm for job and MCISD.

Employee respects confidences.

Employee is available for work on a regular and punctual basis.

[ ]  Satisfactory [ ]  Needs Improvement [ ]  Unsatisfactory

Comments:

### OVERALL RATING OF EMPLOYEE FOR THIS EVALUATION PERIOD

[ ]  Satisfactory [ ]  Needs Improvement [ ]  Unsatisfactory

Comments:

###### PART 3: *Goals*

List one (1) to three (3) goals to be attained by the employee before the employee's next yearly review.

Goals

1.

2.

3.

TEACHER OR SUPERVISOR: *I have discussed all items reviewed on this form with the named employee*.

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Signature DATE

*Your signature indicates that you have received a copy of this evaluation and discussed it with your supervisor or teacher. Your signature does not represent agreement with the evaluation. If you choose to respond in writing to the evaluation, you have five (5) business days to do so and your written response will be attached to the evaluation.*

Employee's Signature DATE

Supervisor's Signature DATE

Received by Human Resources: Date:

**DISTRIBUTION:**

## Original: Human Resources – Employee File

Copy: Supervisor

Copy: Employee