

PRESTON COUNTY SCHOOLS

Service Personnel Evaluation

Employee _____ Assignment _____

School Year _____ Location _____

DIRECTIONS: For each performance standard circle the appropriate rating. Refer to job description for specific performance criteria.

RATING SCALE: *Satisfactory* - Performance is consistently adequate and acceptable.
Unsatisfactory - Performance is not consistently adequate and acceptable.

SUGGESTIONS AND/OR COMMENDATIONS MAY BE INCLUDED IN THE SPACE AFTER EACH AREA.

PERFORMANCE STANDARDS

1. WORK HABITS	<i>Satisfactory</i>	<i>Unsatisfactory</i>
Comments _____		

2. WORK PERFORMANCE	<i>Satisfactory</i>	<i>Unsatisfactory</i>
Comments _____		

3. PROFESSIONAL DEVELOPMENT	<i>Satisfactory</i>	<i>Unsatisfactory</i>
Comments _____		

Signing this evaluation form indicates only that the employee has had an opportunity to confer with the supervisor regarding its contents. (The employee has the right to include a written statement as an addendum to the evaluation.)

Employee's Signature

Date

Supervisor's Signature

Date