

MADISON COUNTY SCHOOLS SUPPORT SERVICES EVALUATION FORM

NAME: _____
 POSITION: _____
 SCHOOL/DEPT: _____

End of Year
 Follow-Up

DETAILED EVALUATION	Not Observed	O	VG	S	UNS	UNDS
A. QUALITY OF WORK - (Accuracy, neatness, completeness and thoroughness of work performed)						
B. QUANTITY OF WORK - (The amount and promptness of satisfactory work completed)						
C. INTEREST - (Employee's adaptability - attitude and willingness)						
D. ATTENDANCE AND PUNCTUALITY - (Use of leave and time of arrival and departure)						
E. RESPONSIBILITY AND DEPENDABILITY - (In absence of supervisor)						
F. USE OF TIME - (Planning of work, offering assistance to others, etc.)						
G. COOPERATION - (Consideration of other employee's work, working with others, etc.)						
H. INITIATIVE - (Amount of guidance required, resourcefulness and procedures)						
I. PERSONAL QUALITIES - (Manifests tact, loyalty, neatness in dress, self-control, patience, etc.)						
J. PUBLIC RELATIONS - (Courteous: answering telephone, greeting visitors, supplying correct information, etc.)						
K. ACCEPTANCE OF CONSTRUCTIVE CRITICISM						
L. KNOWLEDGE OF POSITION - (Extent to which the employee knows the "what", "how", and "why" of his/her job)						

O - Outstanding VG - Very Good S - Satisfactory UNS - Unsatisfactory UNDS - Undesirable

SPECIAL COMMENDATIONS:

RECOMMENDATIONS FOR IMPROVEMENT:

EMPLOYEE'S COMMENTS:

 Employee's Signature

 Date

 Supervisor's Signature

 Date

05/05/2000