

St. Lucie Public Schools CWA Support Staff Evaluation Form

This form is to be used with in conjunction with the performance indicators and descriptions located on PER0206.1

Rating Scale Legend: **E** = Exceptional **A** = Above Expectation **M** = Meets Expectation **I** = Improvement Expected **U** = Unsatisfactory

If a rating of "I" or "U" is used for any indicator, a comment sheet must be attached stating the specific deficiency along with suggestions for improvement. If a rating of "U" is given, please attach the employee's Performance Improvement Plan.

Employee Name: _____

Position Title: _____

School Year: _____

Worksite: _____

Contract Status (circle one): A A1 A2 A3 CS

Performance Indicators

- 1 Attendance Policies & Procedures
- 2 Initiative
- 3 Customer Service & Work Relationships
- 4 Job Knowledge
- 5 Productivity
- 6 Quality of Work

Mid-Year				
E	A	M	I	U

End of Year				
E	A	M	I	U

Date of Mid-Year: _____

Date of End of Year: _____

PIP/Written Comments Attached (circle one): Yes No

PIP/Written Comments Attached (circle one): Yes No

Supervisor's Signature: _____

Supervisor's Signature: _____

_____ I agree with the contents.

_____ I agree with the contents.

_____ I disagree with the contents.

_____ I disagree with the contents.

Employee's Signature: _____

Employee's Signature: _____

Overall Rating (refer to scoring rubric): **E** **A** **M** **I** **U**

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Employees may submit a letter within ten (10) days of signature to the Human Resources Department stating reasons for any disagreement.