

# 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):**    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.