

**ENLARGED CITY SCHOOL DISTRICT OF MIDDLETOWN  
FULL TIME EMPLOYEE ANNUAL PERFORMANCE EVALUATION**

<b>NAME</b>		<b>DATE</b>	
<b>SCHOOL/DEPT</b>		<b>JOB TITLE</b>	
<b>YEARS IN DISTRICT</b>		<b>YEARS IN CURRENT POSITION</b>	
<b>EVALUATOR</b>		<b>POSITION</b>	

**I. This Performance Evaluation rates six criteria associated with effective work performance. The six criteria are:**

- |   |  |
|---|--|
| <ul style="list-style-type: none"> <li><b>1. Quality of Work</b></li> <li><b>2. Quantity of Work</b></li> <li><b>3. Responsibility/Dependability</b></li> </ul> | <ul style="list-style-type: none"> <li><b>4. Job Knowledge</b></li> <li><b>5. Interpersonal Relations</b></li> <li><b>6. Adaptability</b></li> </ul> |
|---|--|

**Rate each by selecting the phrase(s) most closely describing the employee's actual work performance.**

**1. Quality of Work**

- Work is generally lacking in thoroughness, accuracy and neatness.**
- Work is not consistently thorough, accurate or neat.**
- Work is thorough, accurate and neat.**
- Work performed is superior.**

**2. Quantity of Work**

- Has difficulty in organizing time in order to produce acceptable quantity of work.**
- Does not consistently use time well and amount of work completed is marginally acceptable.**
- Uses time well and quantity of work is good.**
- Takes the initiative to complete extraordinary volume of work.**

**3. Responsibility/Dependability**

- Requires constant supervision and direction.**
- Requires more than the standard amount of direction and instruction.**
- Is able to complete appropriately assigned work with a minimum amount of supervision and instruction.**
- Shows initiative, interest and common sense.**

**4. Job Knowledge**

- Limited job knowledge; needs instruction or guidance; does not satisfy job requirements.**
- Some knowledge still to be acquired, but satisfies job requirements.**
- Knowledgeable regarding regular duties; well informed on all phases of related work.**
- Exceptionally knowledgeable with respect to all aspects of the job and the skills necessary to perform it.**

**5. Interpersonal Relations**

**Shows little or no evidence of cooperation and does not work well with others.**

**Does not consistently work well with others.**

**Cooperates; gets along with fellow employees; is courteous and helpful.**

**Supportive and encouraging to others.**

**6. Adaptability**

**Unwilling to accept changes in methods or duties.**

**Is not willing to accept suggestions for improvement in methods or duties.**

**Is able to change methods or duties on request.**

**Extremely versatile; readily adjusts and accepts new methods or duties.**

**II. Evaluator's Comments (may include acknowledgement of employee's new skills, work methods, efforts, etc.; suggestions for improvement).**

**III. Employee's Comments (may include professional or extra-curricular work related activities, meeting, programs and/or workshops; in-service and/or college courses).**

**Signature**

**Date**

---

**Employee's Signature**

**Date**

---

All evaluations will be discussed with the employee. Signature of both employee and evaluator will serve only as evidence of such discussions. Clerical staffs are encouraged to comment in writing on the evaluation. Copies of the evaluation will be forwarded to the Personnel Office to become part of the individual's permanent record.