



**KEENEYVILLE SCHOOL DISTRICT 20**  
**Non-Certified Employee Performance Evaluation**  
 \_\_\_\_\_ **School Year**

**Employee:** \_\_\_\_\_

**Job Title:** \_\_\_\_\_

**Location:** \_\_\_\_\_

RATING	EXPLANATION
E	Exceeds expectations – results show performance which contributed to organizational goals in an exemplary manner. Exceeds what is expected of a well-trained individual in this classification.
M	Meets expectations – results show attainment of primary work objectives in the manner reasonably expected of a well-trained individual in this classification.
N	Needs improvement – results generally below expectations. Performance improvement is needed.
D	Does not meet minimum requirements – results are not acceptable. Recommendations or suggestions for improvement should be noted in the comments sections of this document by the evaluator.

**I. Performance**

**Rating:** \_\_\_\_\_

- Demonstrates neatness, thoroughness, accuracy; anticipates needs.
- Follows district policies and goals.

**Comments:** \_\_\_\_\_

**II. Initiative**

**Rating:** \_\_\_\_\_

- Does not have to be reminded of duties or tasks - sees things that need to be done.
- Offers suggestions for better methods or procedures.
- Takes on additional responsibilities to aid others beyond normal job duties.
- Seeks cost-effective measures.

**Comments:** \_\_\_\_\_

**III. Productivity**

**Rating:**

- Quality of work
- Volume of work
- Sets and meets goals
- Schedules time well for completion of projects or duties.

\_\_\_\_\_

**Comments:**

**IV. Dependability**

**Rating:**

- Begins and ends the work day on time.
- Follows through, completes tasks punctually.
- Exercises responsible self-direction and motivation.
- Performs periodic duties as scheduled.

\_\_\_\_\_

**Comments:**

**V. Interpersonal Relations**

**Rating:**

- Works cooperatively with associates, supervisors, students, parents, teachers, Parent Teacher Organizations, and other school organizations.
- Seeks to develop and utilize human relation skills.
- Communicates problems, needs and accomplishments with supervisors.

\_\_\_\_\_

**Comments:**

**VI. Personal Growth**

**Rating:** \_\_\_\_\_

- Utilizes full range of talents.
- Strives for personal and professional growth.
- Participates in growth activities and/or in service workshops to upgrade skills.
- Has commitment/mission.
- Adapts to change.

**Comments:**

**VII. Summary Comments**

Evaluator: \_\_\_\_\_ Date: \_\_\_\_\_  
Signature

I have reviewed this evaluation and discussed it with an administrator.  
My signature means that I have been advised of my status and does not necessarily imply that I agree with the evaluation.

Employee: \_\_\_\_\_ Date: \_\_\_\_\_  
Signature