

# Mid-State Special Education

## Evaluation

Employee \_\_\_\_\_ Job Title \_\_\_\_\_

Supervisor \_\_\_\_\_ Department \_\_\_\_\_

Date \_\_\_\_\_ Date Hired \_\_\_\_\_ Time in Present Position \_\_\_\_\_

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Brief Description of Regular Duties (Job Description May Be Attached):

Job description attached

Definition of Achievement Levels:

- Level 1** Consistently fails to achieve what is expected of the position. Probation is warranted.
- Level 2** Needs frequent encouragement and requires specific instruction to maintain productive performance, but shows potential for improvement.
- Level 3** Consistently achieves what is expected. This evaluation indicates that the employee has met the job's standards.
- Level 4** Frequently exceeds what is expected.
- Level 5** Consistently exceeds what is expected. Evaluation at this level calls for special consideration.
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**Achievement:**

- |   |          |          |          |          |          |
|---|----------|----------|----------|----------|----------|
| <b>1. Quality of Work:</b><br>Efficiency, accuracy, planning and organization                           | <b>1</b> | <b>2</b> | <b>3</b> | <b>4</b> | <b>5</b> |
| <b>2. Quantity of Work:</b><br>Speed and general productivity   | <b>1</b> | <b>2</b> | <b>3</b> | <b>4</b> | <b>5</b> |
| <b>3. Dependability:</b><br>Degree of supervision required  | <b>1</b> | <b>2</b> | <b>3</b> | <b>4</b> | <b>5</b> |
| <b>4. Attitude and Cooperation:</b><br>Relations with associated and responsiveness to job assignments. | <b>1</b> | <b>2</b> | <b>3</b> | <b>4</b> | <b>5</b> |
| <b>5. Knowledge and Judgment:</b><br>Breadth and application of knowledge                               | <b>1</b> | <b>2</b> | <b>3</b> | <b>4</b> | <b>5</b> |

<b>6. Initiative:</b> Motivation to be a self starter	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>
<b>7. Supervision of Others: (if applicable)</b> Willingness and ability to assume and delegate responsibility and effectiveness in training and developing subordinates	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>
<b>8. Attendance and Punctuality:</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>
<b>9. Over-All Performance:</b> Considering all factors as a whole	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>

Specific recommendations or Remarks Concerning Performance:

Comments of Employee (Optional):

***This evaluation has been reviewed with the employee.***

Employee's Signature \_\_\_\_\_ Date \_\_\_\_\_

Supervisor's Signature \_\_\_\_\_ Date \_\_\_\_\_