

DRAFT 5/23/2023

PERSONNEL

03.28 AP.21

- CLASSIFIED PERSONNEL -

Performance Review (Summative Evaluation) – General Use

POWELL COUNTY SCHOOLS

Employee's Name _____ Title _____

School/Area _____ Date _____

(This form should be utilized if a separate job specific Board approved form is not available.)

Job Knowledge: Evaluate skills/knowledge of the information, procedures, materials, equipment techniques, etc. required for current job description.	Rating Choice: S for Satisfactory; I for Improvement needed; U for Unsatisfactory; N for Not applicable
a. Has necessary skills to complete tasks required in current job	
b. Understands and completes all records, reports, and documents required	
c. Has working knowledge of equipment/material that is necessary for completion of assigned task	
Comments:	
Quality of Accomplishments: Rate the accuracy and completeness of work.	Rating Choice: S for Satisfactory; I for Improvement needed; U for Unsatisfactory; N for Not applicable
a. Completes tasks assigned	
b. Completes tasks accurately	
c. Uses proper safety measures in completion of tasks	
Comments:	
Productivity: Rate the volume and timeliness of work.	Rating Choice: S for Satisfactory; I for Improvement needed; U for Unsatisfactory; N for Not applicable
a. Completes the required volume of work	
b. Completes the assigned tasks on time	
c. Completes assigned tasks without frequent reminders	
Comments:	
Responsibility: Consider efforts to ensure the successful completion of tasks, the leading of others in various tasks, extra efforts made to meet work demands, general assistance and dependability.	Rating Choice: S for Satisfactory; I for Improvement needed; U for Unsatisfactory; N for Not applicable
a. Uses discretion with confidential or privileged information	
b. Follows directions	
c. Uses good judgment in performing responsibilities	

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d. Is well organized	
e. Completes tasks without close supervision	
f. Takes initiative in seeking and completing tasks without supervision	
Comments:	

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Employee's Name _____

Attendance: Consider punctuality and attendance.	Rating Choice: S for Satisfactory; I for Improvement needed; U for Unsatisfactory; N for Not applicable
a. Has a good attendance record	
b. Reports for work punctually	
c. Returns to work from break and/or lunch punctually	
Comments:	
Interpersonal Relations: Consider relationships with other employees, students and faculty, and willingness to perform required duties and to help others accomplish tasks.	Rating Choice: S for Satisfactory; I for Improvement needed; U for Unsatisfactory; N for Not applicable
a. Has positive rapport with students	
b. Has positive rapport with faculty	
c. Has positive rapport with administrators	
d. Has positive rapport with colleagues	
e. Has positive rapport with public	
f. Ability to communicate clearly and concisely in expression of ideas orally	
g. Ability to communicate ideas to others in writing	
Comments:	
SUMMARY: Overall Job Performance on Applicable Items	
Additional Comments:	

Growth and Development: Activities in which the employee has participated which could enhance job effectiveness.

Describe outstanding services or functions performed by this employee during the year. _____

Areas in this employee's performance which need improvement are: _____

Improvement can be achieved by doing the following:

Performance Review (Summative Evaluation)

This review has been discussed with the employee who has been given a copy. Signatures acknowledge completion of the evaluation and not necessarily agreement.

Employee's Signature

Date

Supervisor's Signature

Date

Employee's Comments:

RELATED PROCEDURE: 03.28 AP.22