

Performance Review for Support Staff

Employee Name _____ Date of Review ____/____/____

Parish School _____

The process used in the Performance Review is threefold: 1) the employee is given the review instrument to fill out from their perception; 2) the supervisor reviews the employee's input and fills out the review instrument as well; 3) the supervisor and employee meet and discuss the performance. When finished, the final document is signed by both and becomes part of the employee personnel file.

5 = Far Exceeds Expectations; 4 = Exceeds Expectations; 3 = Satisfactory; 2 = New to job; 1 = Does not Meet Expectations

	5	4	3	2	1	COMMENTS
Knowledge of Job – Consider how well the employee has to come to understand duties, procedures and other elements of the job.	Employee Rating <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	Supervisor Rating <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Quality of Work – Consider how well the employee does the job in the areas of accuracy, thoroughness, effectiveness and volume of work accomplished.	Employee Rating <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	Supervisor Rating <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Technical/Professional Job Skills – Consider how well the employee demonstrates job-related know-how, skills and abilities in achieving objectives.	Employee Rating <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	Supervisor Rating <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Dependability – Consider how well the employee does in areas of attendance, punctuality and ability to carry out instructions and to meet work commitments on time.	Employee Rating <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	Supervisor Rating <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Initiative – Consider how well the employee demonstrates a willingness to take on or expand job related functions, responsibilities or knowledge.	Employee Rating <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	Supervisor Rating <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
People Relations – Consider how well the employee demonstrates friendliness and a willingness to help visitors and fellow employees. Does the employee display tact and diplomacy while making appropriate effort to problem solve through effective communication.	Employee Rating <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	Supervisor Rating <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Cooperation/Effort – Consider how well the employee collaborates, does his/her fair share, helps others voluntarily, accept guidance and/or criticism in a constructive manner, adheres to policy and procedures of the parish.	Employee Rating <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	Supervisor Rating <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

	5	4	3	2	1	COMMENTS
Planning and Organizing – Consider how well the employee analyzes and evaluates circumstances; arrives at sound and logical conclusions, develops effective solutions and makes timely, fact-based decisions	Employee Rating <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	Supervisor Rating <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Use of Control and Resources - Consider how well the employee establishes sound controls; follows up on projects and uses resources for maximum effect	Employee Rating <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	Supervisor Rating <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Safety - Safety in the workplace is a concern relevant to every position. It includes day-to-day safety awareness, knowledge and application of safe work procedures and acceptance of responsibility for personal safety and that of others. Consider how well the employee follows applicable safety regulations and procedures; operates equipment in a safe manner and according to guidelines; promptly reports any defective equipment and unsafe working conditions; applies safe working practices in daily job duties; promptly reports all injuries received on the job.	Employee Rating <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	Supervisor Rating <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Other specific requirements applicable for this particular job:	Employee Rating <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	Supervisor Rating <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Supervisory Skills – If applicable consider how well the employee has the ability to motivate, set goals and obtain results.	Employee Rating <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	Supervisor Rating <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Employee _____

Improvement Needs – Consider what significant gaps in knowledge or experience in skill development or behavior are affecting employee’s ability to perform well? What steps or aids need to be available for any improvement?

Employee Signature _____ Date ____/____/____

Supervisor’s Signature _____ Date ____/____/____