(rev. 07/2025)

JO	MP NAME:  B TITLE:  DATE DUE:  DUE:  DATE DUE:  Month	ds for SNIQN	OMPETENT / MEETS STANDARDS	EEDS IMPROVEMENT	SATISFACTORY	OOES NOT APPLY	
GENERAL SKILLS						00	
1	Complies with all policies, regulations and procedures.	n/a					
2	Maintains a good attendance record.	n/a					
3	Observes time/work schedules.	n/a					
4	Presents an appropriate appearance.	n/a					
5	Uses materials/equipment safely and economically.						
6	Plans, organizes, and prioritizes work effectively.						
7	Relates respectfully and courteously to students.						
8	Responds to the needs of community/parents/teachers in a professional manner.						
9	Works courteously and relates effectively with fellow employees.						
10	Exhibits ability to work independently.						
11	Accepts change and demonstrates flexibility.						
12	Completes satisfactory volume of work within a reasonable time frame.						
13	Demonstrates ability to make independent judgments.						
14	14 Willingly accepts suggestions/directions.						
15	Shows interest in self-improvement.						
16	Understands department/school objectives and works to achieve them.						
17	Keeps lines of communication open between self and supervisor.						
Αľ	ADDITIONAL FACTORS FOR PROGRAMMER / ANALYST						
18	Ability to develop programs, including writing, testing, debugging and documentation.						
19	Ability to analyze requests and write procedures to improve utilization and efficiency.						
20	Ability to prepare clear, complete, and concise reports.						
21	Ability to detect and correct programming errors and inaccuracies.						
22	Ability to provide technical advice, assistance, and instruction in layman's terms to end users and technical staff.						
23	Ability to create and maintain the production calendar and data backup procedures.						
24	Ability to prioritize requests based on district needs.						
25	Independently maintains system security, and administration of system level software.						

SUMMARY EVALUATION: Check OVERALL performance								
Outstanding	Competent / Meets Standards	Needs to Improve	Unsatisfactory					
T be forwarded to the employee's Personnel File for ten (10) working days after receipt of his/her copy.								

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See next page for comments and signatures...

SECTION B: Record job STRENGTHS and superior performance.							
SECTION C: Record PROGRESS ACHIEVED in attaining previously set	goals for improved work performance for personal or job qualification.						
SECTION D: Record specific GOALS OR IMPROVEMENT PROGRAMS	to be undertaken during the next evaluation period.						
SECTION E: Record specific work performance <u>DEFICIENCIES</u> or job to	eakerier requiring improvement or correction. Evolain checks in Column D						
SECTION E. Necold specific work performance by topic topic to just a	peravior requiring improvement or contection. Explain onesis in obtainin Dr.						
ADDITIONAL COMMENTS:							
EMPLOYEE:	EVALUATER:						
I certify that this report has been discussed with me. I understand that my signature does not necessarily	Signature:	FOR 5TH MONTH EVALUATION					
indicate agreement.	Print Name:						
Signature:		☐ I DO ☐ I DO NOT					
<del>-</del>	Title:	recommend this employee be granted permanent status.					
Date:	Date:						