

Cabell County Public Schools

Service Personnel Evaluation Form

Employee's Name _____ Position _____ Location _____

The categories listed below are the major characteristics required of service personnel as per West Virginia Policy 5314. Evaluations are to be completed by the Employee's Immediate Supervisor prior to December 15th and March 15th for Probationary Employees and prior to March 15th for employees on a Continuing Contract, or more frequently if needed. **UNSATISFACTORY** ratings must be addressed in a Plan of Improvement.

Exemplary Performance means employee performance is consistently exceptional in meeting performance standards.

Exceeds Standards means employee performance is consistently above average in meeting performance standards.

Meets Standards means employee performance is consistently adequate in meeting performance standards.

Unsatisfactory means employee performance is NOT consistently acceptable in meeting performance standards.

	EXEMPLARY PERFORMANCE	EXCEEDS STANDARDS	MEETS STANDARDS	UNSATISFACTORY	COMMENTS
WORK HABITS					
Observation of work hours					
Attendance					
Compliance with rules					
Safety practices					
Meeting schedules (deadlines)					
Acceptance of change					
Initiative					
Attitude					
PERFORMANCE					
Work judgements					
Planning and organizing					
Quality of Work					
Accepting responsibility					
Following Instructions					
Efficiency under stress					
Operation and care of equipment					
Work coordination (multi-tasking)					
PROFESSIONAL DEVELOPMENT					
Knowledge of work					
Job related training					

COMMENDATIONS:

SUGGESTIONS:

AREAS IN NEED OF IMPROVEMENT:

Employee's Signature _____ Date _____

Immediate Supervisor's Signature _____ Date _____