

TACOMA PUBLIC SCHOOLS
OFFICE PROFESSIONAL & PROFESSIONAL-TECHNICAL EMPLOYEES
Performance Evaluation Report

<input type="checkbox"/>	Annual Performance Appraisal (prior to May 1)
<input type="checkbox"/>	Transfer
<input type="checkbox"/>	New supervisor
<input type="checkbox"/>	Employee request
<input type="checkbox"/>	Probation
<input type="checkbox"/>	Involuntary transfer

Employee's name _____ Date issued _____
 Job title _____ Return by _____
 Location _____

RATING INSTRUCTIONS: (Unsatisfactory rating requires an explanation)

CATEGORIES	N/A	Excellent	Satisfactory	Unsatisfactory
DEPENDABILITY <i>Demonstrated ability to work independently without close supervision.</i>				
QUALITY OF WORK <i>Demonstrated accuracy and thoroughness.</i>				
QUANTITY OF WORK <i>Demonstrated ability to produce the volume of work required of the job.</i>				
TECHNICAL KNOWLEDGE/SKILL(S) <i>Demonstrated ability to apply technical knowledge and/or skill(s) required to perform job; e.g., accounting theory, typing, data collection skills.</i>				
PROBLEM SOLVING ABILITY AND JUDGMENT <i>Demonstrated ability to analyze, reason and reach an appropriate solution; ability to determine when to act on his/her own and when to refer a situation to a higher authority.</i>				
PLANNING AND ORGANIZING SKILLS <i>Demonstrated skill in effectively utilizing time and adapting to changes; ability to prioritize work assignments and delegate work to appropriate staff members; self motivation.</i>				
SAFETY PROCEDURES <i>Demonstrated care and foresight in protecting self and others from hazards.</i>				
INTERPERSONAL SKILLS <i>Demonstrated ability to relate to students, staff and/or the public; e.g., cooperation, courtesy, tact, sensitivity to others and the ability to communicate and listen.</i>				
WRITING SKILLS <i>Demonstrated ability to effectively communicate in writing; e.g., ability to compose correspondence, document procedures, develop comprehensive reports.</i>				
SPEAKING SKILLS <i>Demonstrated ability to effectively communicate orally; e.g., ability to make presentations, give directions.</i>				

EVALUATOR'S SIGNATURE/COMMENTS *This report is based on my best judgment of this employee's job performance.*

 EVALUATOR'S SIGNATURE TITLE DATE

COMMENTS (use additional sheet if necessary)

EMPLOYEE'S SIGNATURE/COMMENTS *My evaluator has explained the reason for this rating. My signature does not necessarily indicate agreement.*

 EMPLOYEE'S SIGNATURE DATE

COMMENTS (use additional sheet if necessary)