



District School Board of Pasco County  
**NON-INSTRUCTIONAL NON-EXEMPT LEVEL EVALUATION FORM**

MIS Form #321  
 Rev. 9/15

Name \_\_\_\_\_ Employee ID Number \_\_\_\_\_

Job Title \_\_\_\_\_ Department \_\_\_\_\_

**Instructions:** *Please assess the employee's performance during the past year on each item by checking the appropriate box based on the rating key below. Please provide supporting comments for each area evaluated.*

Rating Key			
RATING	VALUE	DEFINITION	EXAMPLES
<b>OUTSTANDING</b>	<b>5</b>	Employee <b>consistently exceeds</b> the performance expectations of the position.	<ul style="list-style-type: none"> <li>Requires little or no supervision in accomplishing tasks and seeks opportunities to enhance the organization.</li> <li>Possesses highly advanced job knowledge.</li> <li>The employee is relied upon to solve complex problems and applies creativity and innovative approaches in formulating solutions.</li> </ul>
<b>ABOVE EXPECTATIONS</b>	<b>4</b>	Employee <b>consistently meets and often exceeds</b> the performance expectations of the position.	<ul style="list-style-type: none"> <li>Requires minimal supervision in accomplishing tasks.</li> <li>Possesses a thorough knowledge of the job and often solves or assists in solving complex problems.</li> </ul>
<b>MEETS EXPECTATIONS</b>	<b>3</b>	Employee <b>consistently meets and may occasionally exceed</b> performance expectations of the position.	<ul style="list-style-type: none"> <li>Requires moderate supervision from management in accomplishing tasks.</li> <li>Possesses sufficient knowledge and/or initiative to execute duties and responsibilities.</li> </ul>
<b>BELOW EXPECTATIONS</b>	<b>2</b>	Employee <b>exhibits inconsistent job performance</b> but has the capacity to improve to meet the performance expectation of the position.	<ul style="list-style-type: none"> <li>Sometimes requires close supervision where he/she should be operating on his/her own.</li> <li>Sometimes lacks the initiative, and/or job knowledge to execute his/her duties and responsibilities.</li> </ul>
<b>FAR BELOW EXPECTATIONS</b>	<b>1</b>	Employee <b>consistently fails to meet</b> performance expectations.	<ul style="list-style-type: none"> <li>Requires close supervision and his/her work requires continual correction.</li> <li>The employee's job knowledge is insufficient to meet daily requirements.</li> </ul>
<b>N/A</b>	<b>None</b>	Not applicable or unable to determine.	

	Outstanding	Above Expectations	Meets Expectations	Below Expectations	Far Below Expectations	
<b>Column Point Value – Mark the applicable column with an “x”</b>	<b>5</b>	<b>4</b>	<b>3</b>	<b>2</b>	<b>1</b>	<b>NA</b>
<b>1. Communication</b>						
Communicates effectively; is sensitive to audience and adjusts tone, style and methods accordingly.						
<b>Comments:</b>						



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<b>Column Point Value – Mark the applicable column with an “x”</b>	<b>5</b>	<b>4</b>	<b>3</b>	<b>2</b>	<b>1</b>	<b>NA</b>

**2. Initiative**

Takes action in various responsibilities and works to continuously improve personal output. Driven to achieve successful completion of tasks.

*Comments:*

**3. Interpersonal Skills**

Develops and maintains effective working relationships with staff, colleagues, and direct supervisor; keeps others informed; deals effectively with conflict.

*Comments:*

**4. Professionalism**

Conducts him/herself in a professional manner including communication, appearance and approachability. Demonstrates understanding of the importance of maintaining a professional demeanor in relationship to overall impression of the organization.

*Comments:*

**5. Reliability**

Uses time effectively, is personally well-organized; produces quality work in a consistent manner; demonstrates good attendance record, including punctuality.

*Comments:*



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<b>Column Point Value – Mark the applicable column with an “x”</b>	<b>5</b>	<b>4</b>	<b>3</b>	<b>2</b>	<b>1</b>	<b>NA</b>

**6. Respect for District Property**

Maintains District property in accordance with the applicable standard of care established by worksite supervisor and District policy and procedures. Follows applicable safety procedures for the use and care of District property, including but not limited to, tools, electronics, office equipment and District owned vehicles.

*Comments:*

**7. Work Performance**

Produces work product that meets intended objectives, demonstrates professional competency and reflects acceptable quality. Meets intended quantity of work output, where appropriate.

*Comments:*

**8. Therapist Techniques**

*For use only with Occupational and Physical Therapist Assistants.*  
 Uses appropriate techniques to support student need; demonstrates ability to problem-solve and determine which techniques to apply in order to gain desired outcome.

*Comments:*

**9. Human Resource Development**

*For use only with positions that include supervisory responsibility.*  
 Selects qualified people; matches employee skills and abilities with job requirements; identifies, develops, and improves technical skills of subordinates; evaluates subordinates by encouraging regular discussion of performance, taking appropriate/timely action with unsatisfactory performance, and recognizing/rewarding good performance; actively supports, recognizes, and coordinates a diversified workplace.

*Comments:*



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Column Point Value	5	4	3	2	1	N/A
<b>Column Subtotals:</b> Indicate the number of marks in each column.						
<b>Column Point Totals:</b> Represents the column subtotal multiplied by the corresponding column point value in each column (n/a excluded)						
<b>OVERALL POINT VALUE:</b> Represents the average of all points awarded, excluding criteria not applicable (n/a).						

**OVERALL RATING**

Highly Effective  
 4.5-5.0

Above  
 Expectations  
 3.5-4.49

Meets  
 Expectations  
 2.75-3.49

Below  
 Expectations  
 < 2.75

Unsatisfactory  
 One or more component  
 rating of 1 or two  
 consecutive overall  
 ratings equal to Below  
 Expectations

**Evaluator Comments:**

\_\_\_\_\_

\_\_\_\_\_

**Employee Comments:**

\_\_\_\_\_

*By signing above, I acknowledge receipt of this completed evaluation form, which will be stored in my official personnel file. My signature does not constitute agreement regarding any ratings or comments made herein. By signing above, I also acknowledge that this completed evaluation form is subject to disclosure under Florida's public records laws.*