



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

MIS Form #366
 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 |
| OUTSTANDING | 5 | Employee consistently exceeds the performance expectations of the position. | <ul style="list-style-type: none"> • Requires little or no supervision in accomplishing tasks and seeks opportunities to enhance the organization. • Possesses highly advanced job knowledge. • The employee is relied upon to solve complex problems and applies creativity and innovative approaches in formulating solutions. |
| ABOVE EXPECTATIONS | 4 | Employee consistently meets and often exceeds the performance expectations of the position. | <ul style="list-style-type: none"> • Requires minimal supervision in accomplishing tasks. • Possesses a thorough knowledge of the job and often solves or assists in solving complex problems. |
| MEETS EXPECTATIONS | 3 | Employee consistently meets and may occasionally exceed performance expectations of the position. | <ul style="list-style-type: none"> • Requires moderate supervision from management in accomplishing tasks. • Possesses sufficient knowledge and/or initiative to execute duties and responsibilities. |
| BELOW EXPECTATIONS | 2 | Employee exhibits inconsistent job performance but has the capacity to improve to meet the performance expectation of the position. | <ul style="list-style-type: none"> • Sometimes requires close supervision where he/she should be operating on his/her own. • Sometimes lacks the initiative, and/or job knowledge to execute his/her duties and responsibilities. |
| FAR BELOW EXPECTATIONS | 1 | Employee consistently fails to meet performance expectations. | <ul style="list-style-type: none"> • Requires close supervision and his/her work requires continual correction. • The employee's job knowledge is insufficient to meet daily requirements. |
| N/A | None | Not applicable or unable to determine. | |

| | Outstanding | Above Expectations | Meets Expectations | Below Expectations | Far Below Expectations | |
|--|-------------|--------------------|--------------------|--------------------|------------------------|-----------|
| Column Point Value – Mark the applicable column with an “x” | 5 | 4 | 3 | 2 | 1 | NA |
| 1. Leadership | | | | | | |
| Sets challenging goals; delegates and coordinates effectively; promotes innovation in achieving goals; sets examples for and motivates subordinates to have positive attitude towards mission, operational changes, and initiatives. | | | | | | |
| Comments: | | | | | | |



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|--|-------------|--------------------|--------------------|--------------------|------------------------|-----------|
| Column Point Value – Mark the applicable column with an “x” | 5 | 4 | 3 | 2 | 1 | NA |

2. Vision & Values

Demonstrates and reinforces fundamental values of fairness, cooperation, respect, commitment, excellence, honesty, teamwork, and mission.

Comments:

3. Community & Stakeholder Partnerships

Develops and maintains effective working relationships with other District managers, staff, Board members, legislators, media, and the public; conceptualizes the District’s relationships with other entities; understands organizational sub-unit relationships and dependencies, and acts accordingly.

Comments:

4. Human Relations Skills

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

Comments:

5. Decision Making

Employs effective strategies to analyze issues comprehensively; makes timely, practical decisions.

Comments:



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6. Strategic Thinking & Planning

| | | | | | | |
|--|--|--|--|--|--|--|
| Plans organizational goals, standards, and measurements criteria; monitors procedures to review progress; timely achieves planned goals. | | | | | | |
|--|--|--|--|--|--|--|

Comments:

7. Quality Work Product

| | | | | | | |
|--|--|--|--|--|--|--|
| Produces reports, correspondence, presentations, and other work product that meets the intended objectives, demonstrates professional competency, and reflects acceptable quality. | | | | | | |
|--|--|--|--|--|--|--|

Comments:

8. Communications

| | | | | | | |
|---|--|--|--|--|--|--|
| Develops clear, well-organized and logical presentations; reduces complex issues to the simplest terms; is sensitive to audience levels, and adjusts accordingly. | | | | | | |
|---|--|--|--|--|--|--|

Comments:

9. Applied Knowledge & Technical Skills

| | | | | | | |
|--|--|--|--|--|--|--|
| Possesses up-to-date knowledge of methods, techniques, and skills required in position held; applies and implements specific methods, procedures, and techniques in functional area; uses knowledge acquired through education, experience, or professional development to understand how to complete tasks. | | | | | | |
|--|--|--|--|--|--|--|

Comments:



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|---|-------------|--------------------|--------------------|--------------------|------------------------|-----------|
| Column Point Value – Mark the applicable column with an “x” | 5 | 4 | 3 | 2 | 1 | NA |
| 10. Initiative | | | | | | |
| Acts independently, uses time effectively, and is personally well-organized; stretches personal resources; builds upon strengths; works on deficiencies; and is motivated to succeed; uses creativity, innovation, and persistence to achieve positive results. | | | | | | |
| <i>Comments:</i> | | | | | | |

| | | | | | | |
|--|--|--|--|--|--|--|
| 11. Human Resources Development | | | | | | |
| 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. | | | | | | |
| <i>Comments:</i> | | | | | | |

| | | | | | | |
|--|--|--|--|--|--|--|
| 12. Budget Management | | | | | | |
| Maintains appropriate budgetary controls; aligns budgetary decisions with district strategic plan and goals; monitors activities and operates within established budget; justifies costs and benefits; makes appropriate and timely budgetary recommendations. | | | | | | |
| <i>Comments:</i> | | | | | | |



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| Column Point Value | 5 | 4 | 3 | 2 | 1 | N/A |
|--|---|---|---|---|---|-----|
| Column Subtotals: Indicate the number of marks in each column. | | | | | | |
| Column Point Totals: Represents the column subtotal multiplied by the corresponding column point value in each column (n/a excluded) | | | | | | |
| OVERALL POINT VALUE: 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:

 Evaluator Signature/Date

 Signature of Evaluator's Supervisor/Date

Employee Comments:

 Employee Signature/Date

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.