



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

MIS Form #321
Rev. 2/15

Name _____

Employee ID Number _____

Job Title _____

Department/School _____

DIRECTIONS: Place an (X) in the appropriate box.

	SATISFACTORY	UNSATISFACTORY	NOT APPLICABLE
1. ATTENDANCE/PUNCTUALITY	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. CARE OF DISTRICT EQUIPMENT	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. COOPERATION	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. HUMAN RELATIONS SKILLS	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. PROFESSIONAL APPEARANCE	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. QUALITY OF WORK	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. QUANTITY OF WORK	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. RELIABILITY	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9. SUPERVISORY SKILLS	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Evaluator Comments:

Evaluator Signature/Date

Signature of Evaluator 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.

DISTRIBUTION: Office for Human Resources and Educator Quality; Evaluator; Employee



MIS Form #321 NON-INSTRUCTIONAL/NON-EXEMPT EVALUATION CRITERIA WITH EXPLANATIONS

1. Attendance/Punctuality: Attends work as scheduled; arrives at assigned work station by the established start time and adheres to break and lunch schedules established by the worksite supervisor; whenever possible, makes timely leave requests in advance of taking leave and with reasonable notice prior to the requested leave; follows the District's leave policies and procedures.
2. Care of District Equipment: Maintains District property in accordance with the applicable standard of care established by the worksite supervisor, District policy and procedures, manufacturer guidelines, instructions, and equipment manuals; 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.
3. Cooperation: Demonstrates a positive attitude and willingness to assist other staff with related work assignments or projects that may not be typically assigned on a routine basis.
4. Human Relations Skills: Develops and maintains effective working relationships with staff, potential employees, Board members, and the public; keeps others informed; deals effectively with conflict.
5. Professional Appearance: Maintains a personal appearance that is consistent with the position/assigned duties and in accordance with any applicable dress code of the assigned worksite.
6. Quality of Work: Produces work that is complete, accurate, and reflective of a quality product or service that meets the intended objectives.
7. Quantity of Work: Completes assigned work in a timely manner; performs and completes the requisite number of tasks on a routine basis; stays on task during work hours.
8. Reliability: Uses time effectively, is personally well-organized; produces quality work in a consistent manner; completing Reliability may be considered in terms of the record of an individual in accomplishing those tasks to which he or she is assigned, whether those tasks are of a routine or are of a unique nature.
9. Supervisory Skills (only for positions that directly supervise subordinates): Identifies, develops, and improves technical skills of subordinates; sets examples for and motivates subordinates to have positive attitude towards mission, operational changes, and initiatives; evaluates subordinates by encouraging and initiating regular discussion of performance, taking appropriate/timely action with unsatisfactory performance, and rewarding good performance.