

**Deerfield Schools  
 Non-Certified Staff  
 Employee Performance Evaluation Form**

<b>Employee Name:</b>	
<b>Position:</b>	
<b>Evaluation Date:</b>	
<b>Evaluator:</b>	

**Rating Definitions**

5 - Outstanding (O)	Performance is superior on a consistent and sustained basis. Consistently goes above and beyond delivering outstanding results. Results have added significant value to the team and had a positive effect on the work group.
4 - Exceeds Expectations (EE)	Performance exceeds normal job requirements. Clearly and consistently achieved most objectives beyond what was expected. Willing to go the “extra mile”. Contributed to the school’s success beyond expected levels.
3 - Meets Expectations (ME)	Consistently achieves position objectives. Provides solid, competent performance. Initiative and good judgment consistently exercised. Contributes to the team in a positive manner.
2 - Development Opportunity (DO)	Performance generally meets position objectives, but inconsistently demonstrates sufficient knowledge and skills to achieve position objectives.
1 - Needs Improvement (NI)	Demonstrates insufficient knowledge and skills. Work contains errors, requires follow up. Fails to meet needs of the school and struggles in working with others.

<b>Job Performance</b>	<b>Enter Rating:</b>	
<ul style="list-style-type: none"> <li>• Demonstrates a clear understanding of all job tasks</li> <li>• Uses time effectively for work activities (effectively plans and organizes work)</li> <li>• Timely completion of work that is accurate, thorough and neat</li> <li>• Demonstrates cooperative and positive approach to work activities</li> <li>• Understands and is committed to accomplishing school district goals</li> </ul> <p>Comments/Examples:</p>		

<b>Communication</b>	<b>Enter Rating:</b>	
<ul style="list-style-type: none"> <li>• Demonstrates appropriate verbal and nonverbal communication skills</li> <li>• Written communications are clear and concise (i.e. emails)</li> <li>• Is an active listener and checks for understanding to avoid confusion</li> <li>• Receives and responds to suggestions in a positive and tactful manner</li> <li>• Practices confidentiality guidelines at all times as set forth in the employee handbook</li> </ul> <p>Comments/Examples:</p>		

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<b>Customer Service</b>	<b>Enter Rating:</b>	
<ul style="list-style-type: none"><li>• Respectful and courteous to coworkers, students and community members</li><li>• Takes action to meet needs and promote satisfaction</li><li>• Conducts encounters using good problem solving skills and demonstrates flexibility by considering alternative solutions</li></ul> Comments/Examples:		

<b>Teamwork</b>	<b>Enter Rating:</b>	
<ul style="list-style-type: none"><li>• Builds strong relations with coworkers and supervisor</li><li>• Effectively participates as a team member and displays commitment to team success</li><li>• Recognizes the value, efforts and contributions of others</li><li>• Willingly assists others with their workload</li><li>• Takes initiative and shares responsibility in problem solving and developing solutions</li></ul> Comments/Examples:		

<b>Professionalism/Growth</b>	<b>Enter Rating:</b>	
<ul style="list-style-type: none"><li>• Learns from experiences and initiates productivity improvements</li><li>• Willingness to adapt to changing conditions, utilizing new technology and procedures</li><li>• Engages in professional self-improvement by seeking training opportunities to enhance current skills or to learn new skills</li><li>• Completes goal objectives</li></ul> Comments/Examples:		

<b>Overall Performance Comments (Specific Performance Examples):</b>

<b>Employee Comments (Optional):</b>

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**Summary of Goals/Accomplishments for Current Evaluation Period**

Objective/Goal/Project:	Activity:
Objective/Goal/Project:	Activity:
Objective/Goal/Project:	Activity:

**Employee Development and/or Goals for Next Evaluation Period (3 years)**

Objective/Goal/Project:	Activity:
Objective/Goal/Project:	Activity:
Objective/Goal/Project:	Activity:

**Overall Rating Scale**

Outstanding	Outstanding rating in 4 of 5 standards with the remaining rating no less than Exceeds Expectations.
Exceeds Expectations	Outstanding and/or Exceed rating in 3 of 5 standards.
Needs Improvement	2 or more Development Opportunity ratings <b>OR</b> 1 Needs Improvement rating in the above standards.
Meets Expectations	All other combinations result in an overall rating of Meets Expectations.

**Overall Rating**

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<b>Employee Signature:</b>		<b>Date:</b>	
<b>Evaluator Signature:</b>		<b>Date:</b>	
<i>Note: Signature of employee is acknowledgement that performance was discussed and does not necessarily indicate agreement with the ratings. Submission of additional comments by the employee is optional.</i>			