

**Deerfield Schools
Non-Certified Staff
Secondary Performance Feedback Form**

Feedback For:	
Relationship to Employee:	
Return By:	
Return To:	
Feedback From:	

Your feedback is very important in giving the evaluator a rounded view of the employee’s performance. The performance feedback form allows the evaluator to understand the effectiveness of how an employee’s performance is viewed by others. The feedback allows the evaluator to better understand the employee’s strengths and contributes insight in to potential growth opportunities.

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.

PLEASE RATE EACH 1-5

Job Performance	
_____	Demonstrates a clear understanding of all job tasks
_____	Uses time effectively for work activities (effectively plans and organizes work)
_____	Timely completion of work that is accurate, thorough and neat
_____	Demonstrates cooperative and positive approach to work activities
_____	Understands and is committed to accomplishing school district goals
Comments reflecting specific performance examples that identify the individual’s job performance:	

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Communication

- _____ Demonstrates appropriate verbal and nonverbal communication skills
- _____ Written communications are clear and concise (i.e. emails)
- _____ Is an active listener and checks for understanding to avoid confusion
- _____ Receives and responds to suggestions in a positive and tactful manner
- _____ Practices confidentiality guidelines at all times as set forth in the employee handbook

Comments reflecting specific performance examples that identify the individual's communication:

Customer Service

- _____ Respectful and courteous to coworkers, students and community members
- _____ Takes action to meet needs and promote satisfaction
- _____ Conducts encounters using good problem solving skills and demonstrates flexibility by considering alternative solutions

Comments reflecting specific performance examples that identify the individual's customer service:

Teamwork

- _____ Builds strong relations with coworkers and supervisor
- _____ Effectively participates as a team member and displays commitment to team success
- _____ Recognizes the value, efforts and contributions of others
- _____ Willingly assists others with their workload
- _____ Takes initiative and shares responsibility in problem solving and developing solutions

Comments reflecting specific performance examples that identify the individual's teamwork:

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Professionalism/Growth

_____ Learns from experiences and initiates productivity improvements

_____ Willingness to adapt to changing conditions, utilizing new technology and procedures

_____ Engages in professional self-improvement by seeking training opportunities to enhance current skills or to learn new skills

_____ Completes goal objectives

Comments reflecting specific performance examples that identify their professionalism and growth:

Additional Comments