



# KANNAPOLIS CITY SCHOOLS

## CLASSIFIED EMPLOYEE PERFORMANCE EVALUATION INSTRUMENT

EMPLOYEE: \_\_\_\_\_ DATE: \_\_\_\_\_

DEPT/SCHOOL: \_\_\_\_\_ POSITION: \_\_\_\_\_

Performance Area (Please check appropriate box.)	<i>Distinguished</i>	<i>Proficient</i>	<i>Developing</i>	<i>Not Demonstrated</i>	<i>Comments</i>
<b>Quantity of Work</b> The amount of work an employee does during the assigned work period.	_____	_____	_____	_____	
<b>Quality of Work</b> Accuracy, completeness and correctness of work.	_____	_____	_____	_____	
<b>Job Knowledge</b> Ability to do the required job with a minimum of supervision.	_____	_____	_____	_____	
<b>Customer Relations and Courtesy</b> The manner in which the employee communicates and treats others.	_____	_____	_____	_____	
<b>Safe and Clean Work Area</b> Employee's adherence to workplace safety and cleanliness policies.	_____	_____	_____	_____	
<b>Attendance and Punctuality</b> Employee complies with workplace attendance and punctuality policies.	_____	_____	_____	_____	
<b>Initiative</b> Employee shows initiative to improve quality and quantity of work.	_____	_____	_____	_____	



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Performance Area (Please check appropriate box.)	<i>Distinguished</i>	<i>Proficient</i>	<i>Developing</i>	<i>Not Demonstrated</i>	<i>Comments</i>
<b>Job Attitude</b> Employee is enthusiastic and positive when performing duties and responsibilities.	_____	_____	_____	_____	
	Exemplifies enthusiasm and positive commitment.	Strives to do well; accepts new ideas.	Reluctant to accept new ideas or change, easily discouraged. Often negative.		
<b>Self-Improvement</b> Independent effort to expand professional knowledge.	_____	_____	_____	_____	
	Has taken advantage of many career development opportunities.	Has taken advantage of some career development opportunities.	Does not take advantage of career development opportunities.		
Performance Area (Teacher Assistants Only)	<i>Distinguished</i>	<i>Proficient</i>	<i>Developing</i>	<i>Not Demonstrated</i>	<i>Comments</i>
<b>Instructional Capacity</b> Assists classroom teachers, monitors students, and performs assigned duties.	_____	_____	_____	_____	
	Exceeds expectations and is consistently effective in the classroom.	Meets expectations and is effective in the classroom.	Does not assist as expected, requires considerable encouragement and guidance.		
<i>Work Habits</i>	<i>More than Satisfactory</i>	<i>Satisfactory</i>	<i>Needs Improvement</i>	<i>Unsatisfactory</i>	<i>Comments</i>
Appropriately groomed for work requirements.					
Protects confidential information.					
Friendly, courteous, and tactful with public.					
Accepts suggestions and constructive criticism.					
Adheres to Kannapolis City Schools' Board Policies and school regulations.					
Instrumental in achieving school system goals.					



# **KANNAPOLIS CITY SCHOOLS**

## **CLASSIFIED EMPLOYEE**

### **PERFORMANCE EVALUATION INSTRUMENT**

**Employee's Comments:** \_\_\_\_\_

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**Supervisor's Comments:**

\_\_\_\_\_  
**Signature of Immediate Supervisor**

\_\_\_\_\_  
**Signature of Employee**

Signature indicates that the written evaluation has been reviewed and discussed.

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Date**