



**TPSD Non Licensed & Licensed Director
Performance: Appraisal - Annual Review Form**

Appraisal Period : to

Today's Date: Department:

Employee Job Title:

Hire Date:

Date Employee Started in Current Position:

PERFORMANCE LEVELS

DISTINGUISHED (9)

Truly outstanding performance that results in extraordinary and exceptional accomplishments with significant contributions to objectives of the department or district.

COMMENDABLE (8-7)

Consistently generates results above those expected of the position. Contributes in a superior manner to innovations both technical and functional.

FULLY SATISFACTORY (6-5-4)

Good performance with incumbent fulfilling all position requirements and may on occasion generate results above those expected of the position.

NEEDS IMPROVEMENT (3-2)

Performance leaves room for improvement. This performance level may be the result of new or inexperienced incumbent on the job or an incumbent not responding favorably to instruction.

MARGINAL (1)

Lowest performance level which is clearly less than acceptable, and which is obviously well below minimum position requirements. Situation requires immediate review and action. Possible separation or reassignment is in order without significant and immediate performance improvement.

JOB KNOWLEDGE**Values:**

Knowledge of products, policies and procedures; OR knowledge of techniques, skills, equipment, procedures, and / or materials.

9.00	Expert in job, has thorough grasp of all phases of job.	9
0.00	Very well informed, seldom requires assistance and instruction.	8-7
0.00	Satisfactory job knowledge, understands and performs most phases of job well, occasionally requires assistance or instruction.	6-5-4
0.00	Limited knowledge of job, further training required, frequently requires assistance or instruction.	3-2
0.00	Lacks knowledge to perform job properly.	1

QUALITY OF WORK**Values:**

Accuracy, quality of work in general.

9.00	Highest quality possible, final job virtually perfect.	9
0.00	Quality above average with very few errors and mistakes.	8-7
0.00	Quality very satisfactory, usually produces error free work.	6-5-4
0.00	Room for improvement, frequent errors, work requires checking & re-doing.	3-2
0.00	Excessive errors and mistakes, very poor quality.	1

QUANTITY OF WORK**Values:**

Work output of the employee.

9.00	High volume producer, always does more than is expected or required.	9
0.00	Produces more than most, above average.	8-7
0.00	Handles a satisfactory volume of work, occasionally does more than is required	6-5-4
0.00	Barely acceptable, low output, below average.	3-2
0.00	Extremely low output, not acceptable.	1

RELIABILITY**Values:**

The extent to which the employee can be depended upon to be available for work, do it properly, and complete it on time. The degree to which the employee is reliable, trustworthy, and persistent. **Adheres to budget.**

9.00	Highly persistent, always gets the job done on time.	9
0.00	Very reliable, above average, usually persists in spite of difficulties.	8-7
0.00	Usually gets the job done on time, works well under pressure.	6-5-4
0.00	Sometimes unreliable, will avoid responsibility, satisfied to do the bare minimum.	3-2
0.00	Usually unreliable, does not accept responsibility, gives up easily.	1

JUDGMENT**Values:**

The extent to which the employee makes decisions which are sound. Ability to base decisions on fact rather than emotion.

9.00	Uses exceptionally good judgment when analyzing facts and solving problems.	9
0.00	Above average judgment, thinking is very mature and sound.	8-7
0.00	Handles most situations very well and makes sound decisions under normal circumstances.	6-5-4
0.00	Uses questionable judgment at times, room for improvement.	3-2
0.00	Uses poor judgment when dealing with people and situations.	1

INITIATIVE AND CREATIVITY**Values:**

The ability to plan work and to go ahead with a task without being told every detail, and the ability to make constructive suggestions.

9.00	Displays unusual drive and perseverance, anticipates needed actions, frequently suggests better ways of doing things.	9
0.00	A self starter, proceeds on own with little or no direction, progressive, makes some suggestions for improvement.	8-7
0.00	Very good performance, shows initiative in completing tasks.	6-5-4
0.00	Does not proceed on own, waits for direction, routine worker.	3-2
0.00	Lacks initiative, less than satisfactory performance.	1

COOPERATION**Values:**

Willingness to work harmoniously with others in getting a job done. Readiness to respond positively to instructions and procedures.

9.00	Extremely cooperative, stimulates teamwork and good attitude in others.	9
0.00	Goes out of the way to cooperate and get along.	8-7
0.00	Cooperative, gets along well with others.	6-5-4
0.00	Indifferent, makes little effort to cooperate or is disruptive to the overall group or department.	3-2
0	Negative and hard to get along with.	1

ATTENDANCE**Values:**

Faithfulness in coming to work daily and conforming to scheduled work hours. (*EXCLUDING FMLA*)

9.00	Always regular and prompt, perfect attendance . Utilized ¼ or less of annual paid time off.	9
0.00	Very prompt and regular in attendance, above average, pre-planned absences. Utilized ½ or less of annual paid time off.	8-7
0.00	Usually present and on time, normally pre-planned absences. Utilized all or of annual paid time off.	6-5-4
0.00	Lax in attendance and/or reporting on time, improvement needed to meet required standards.	3-2
0.00	Often absent without sufficient reason and/or frequently reports to work late or leaves early.	1

COMPLETE THIS SECTION (following 3 units) FOR SUPERVISORY PERSONNEL ONLY**PLANNING AND ORGANIZING****Values:**

The ability to analyze work, set goals, develop plans of action, utilize time. Consider amount of supervision required and extent to which you can trust employee to carry out assignments conscientiously.

Deadlines were met. (Federal, district, and/or MDE.)

9.00	Exceptionally good planning and organizing skills. Conscientious.	9
0.00	Above average planning and organizing. Usually carries out assignments conscientiously.	8-7
0.00	Average planning and organizing. Occasionally requires assistance.	6-5-4
0.00	Room for improvement. Frequently requires assistance.	3-2
0.00	Unacceptable planning and organizing skills.	1

DIRECTING AND CONTROLLING

Values:

The ability to create a motivating climate, achieve teamwork, train and develop, measure work in progress, take corrective action.

9.00	Exceptional leader, others look up to this employee.	9
0.00	Above average. Usually, but not always motivational.	8-7
0.00	Average. Sometimes needs to be reminded of leadership role.	6-5-4
0.00	Needs to improve motivational and teamwork skills.	3-2
0.00	Unacceptable directing and controlling skills.	1

DECISION MAKING & COMMUNITY INVOLVEMENT

Values:

The ability to make decisions and the quality and timeliness of those decisions.

9.00	Exceptional decision making abilities. Decisions are made in a timely manner.	9
0.00	Above average decision making abilities. Usually makes sound and timely decisions.	8-7
0.00	Average. Sometimes requires assistance in making decisions.	6-5-4
0.00	Needs to improve decision making and/or timeliness of decisions.	3-2
0.00	Unacceptable decisions and/or timeliness.	1

Overall Performance Rating (cumulative):

99.00

Divided by 8:

12.375

Divided by 11:

9

Select one category below:

1

2-3

4-5-6

7-8

9

Marginal

Needs Improvement

Fully Satisfactory

Commendable

Distinguished

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* Manager must submit to the Department Head and Human Resources, prior to the performance discussion with the employee, a detailed plan to address "cumulative marginal/needs improvement" performers.

SIGNATURES: Signatures acknowledge that this form was discussed and reviewed.

EMPLOYEE COMMENTS may be attached on a separate sheet of paper.

Employee _____ Supervisor _____

Date: _____ Date: _____

MANAGERIAL COMMENTS

Noteworthy strong areas of present performance:

(Summarize with goals.)

Areas rated as 3 or less requiring improvement in job performance:

(Summarize with goals and next steps.)

Developmental Plans:

Employee Comments:

INSTRUCTIONS

In completing this appraisal, the following sequence should be followed:

1. Have employee complete a self assessment and attach it to this appraisal.
Self assessment should be completed with justification.
These documents should be placed in pdf format and forwarded with the appraisal to Human Resources for permanent storage.
2. Review the job description.
3. Complete page one by entering the appropriate text.
4. Complete pages 2, 3, and 4 by entering the appropriate numerical values.
Please note that the scores are automatically calculated.
5. Obtain the signature of the employee.
6. Sign the performance appraisal.
7. Complete page five with optional comments.
8. Note: An employee that has supervisory responsibilities will be evaluated with eleven inputs. An employee that doesn't have supervisory responsibilities will be evaluated with eight inputs.
9. Supporting documentation should be attached to this performance appraisal.
10. Documentation on how Board Goals were reached should also be attached.
11. Submit the appraisal to Human Resources for permanent storage after you have discussed the appraisal with the employee. Copy as a pdf. Save the pdf as the employee's name followed by SY (current school year). Example: Jim Turner SY 14-15

