

**THE NEWARK PUBLIC SCHOOLS – DIVISION OF HUMAN RESOURCE SERVICES**

***EMPLOYEE PERFORMANCE EVALUATION FORM***

This form is designated to evaluate the performance of all **non-instructional, non-supervisory and supervisory** employees within the district. Please complete the shaded areas for supervisory staff.

NAME: \_\_\_\_\_ EMPLOYEE ID NUMBER: \_\_\_\_\_  
 TITLE: \_\_\_\_\_ LOCATION: \_\_\_\_\_  
 EVALUATION PERIOD FROM: \_\_\_\_\_ TO: \_\_\_\_\_  
 NAME OF EVALUATOR: \_\_\_\_\_ DATE OF EVALUATION: \_\_\_\_\_

**SECTION I. WORK QUANTITY** Consider the output of work and the time to complete assignments.

	<b>OUTSTANDING</b>	<b>SATISFACTORY</b>	<b>NEEDS IMPROV.</b>	<b>UNSATISFACTORY</b>
Volume of Work Produced	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ability to Meet Deadlines	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Effective Use of Time	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Rating</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**SECTION II. WORK QUALITY** Consider the accuracy, thoroughness, and neatness of completed tasks.

Knowledge of Work and Equipment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Neatness and Presentation of Assignments	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Degree of Errors	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Thoroughness of Assignments	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Rating</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**Supervisory**

Meet Work Demands Under Adversity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Neatness and Presentation of Assignments	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Demonstrates Ability to Take Charge	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Demonstrates Original Thinking	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Takes Initiative in New Approaches	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Exercises Sound Judgment Even When Conditions are Uncertain and Unclear	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Rating</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**SECTION III. WORK HABITS** Consider the ability to work with others, attendance habits, and responsiveness to organizational needs and concerns.

Attendance*	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Punctuality*	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ability to Follow Directions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Interaction with Co-Workers	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Rating</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**Supervisory**

Attendance*	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Punctuality*	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ability to Follow Directions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Interaction with Subordinates	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Consistently Flexible to Meet Unplanned Events and Revised Work Schedules	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Rating</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

\*Please indicate the number of unexcused occasional absences and times tardy for the evaluation period below.

Total Number of Occasional Absences \_\_\_\_\_ Times Tardy \_\_\_\_\_

**SECTION IV. INTERPERSONAL SKILLS** Consider attitude and responsiveness to constructive criticism.

**OUTSTANDING                  SATISFACTORY                  NEEDS                  UNSATISFACTORY**  
**IMPROV.**

Initiative	<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>	
Attitude	<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>	
Dependability	<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>	
<i>Rating</i>	<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>

<u><b>Supervisory</b></u>						
Demonstrates Initiative	<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>	
Attitude	<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>	
Dependability	<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>	
Demonstrates a Cooperative Working Relationship with Peers	<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>	
Demonstrates Ability to Motivate Staff	<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>	
Trains and Develops Subordinates to Perform More Effectively	<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>	
<i>Rating</i>	<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>

**SECTION V. COMMUNICATION** Consider the degree to which employee handles matters of importance and responds to receiving oral and written communications.

Understanding of Oral Communications	<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>	
Understanding of Written Communication	<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>	
Accurately Transmits and Receives Directions	<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>	
Ability to Prioritize Assignments	<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>	
<i>Rating</i>	<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>

<u><b>Supervisory</b></u>						
Understands Written and Oral Directives	<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>	
Communication with Groups (Committees)	<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>	
Accurately Receives and Transmits Directions	<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>	
Ability to Prioritize Communications	<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>	
Directs Individuals Towards the Accomplishment of Goals	<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>	
<i>Rating</i>	<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>

**SECTION VI. SELF MANAGEMENT** Consider the degree to which employee plans and Organizes work, and takes responsibility for self behavior in the workplace.

<u><b>Supervisory</b></u>						
Effectively Plans and Organizes Tasks	<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>	
Demonstrates Good Conduct and Judgment	<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>	
Ability to Select Alternative Courses of Action to Resolve Problems	<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>	
Demonstration of Technical Expertise	<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>	
Directs Individuals Towards the Ability to Act Under Pressure	<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>	
<i>Rating</i>	<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>

**SECTION VII. OVERALL RATING:**

**OUTSTANDING**     **SATISFACTORY**     **NEEDS**     **UNSATISFACTORY**   
**IMPROV.**

If the employee is rated “Outstanding” or “Satisfactory,” the evaluator may use the bottom of this form for any specific comments relative to the categories listed on the total evaluation. If rating is “Needs Improvement” or “Unsatisfactory,” the evaluator must refer to the “plan for improvement” on their performance review form. In addition, the evaluator shall cite specific examples whereby the employee did not correct deficiencies listed on the review form.

**DETAILS OF UNSATISFACTORY**

**RATING:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**EVALUATOR’S**

**COMMENTS:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**EMPLOYEE’S**

**COMMENTS:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Evaluator’s Signature \_\_\_\_\_ Title \_\_\_\_\_

Print Name

Employee’s Signature \_\_\_\_\_ Date \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Signature of Witness \_\_\_\_\_ Title \_\_\_\_\_

Print Name