

**CHARLOTTE PUBLIC SCHOOLS  
EMPLOYEE EVALUATION**

Employee's Name: \_\_\_\_\_

Supervisor: \_\_\_\_\_

Building: \_\_\_\_\_

Evaluation Period:      From: \_\_\_\_\_ To: \_\_\_\_\_

Evaluations should be completed by June 30 each year.

Each category should contain a numerical rating according to the scale provided and comments which support that rating.

- 1. Exceptional
- 2. Above Average
- 3. Average
- 4. Needs Improvement
- 5. Unacceptable

**I. HUMAN RELATIONS**

**Rating**

a. Attitude \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

b. Confidentiality in student and school related information \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

c. Flexibility in unusual situations \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I. HUMAN RELATIONS (continued) Rating

d. Ability to cope with stressful situations \_\_\_\_\_

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e. Ability to work with people in a tactful, fair, and cooperative manner \_\_\_\_\_

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f. Ability to communicate with parents and/or community \_\_\_\_\_

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g. Ability to work with students \_\_\_\_\_

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II. TECHNICAL SKILLS

a. Typing skills, spelling, punctuation \_\_\_\_\_

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b. Telephone communication \_\_\_\_\_

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II. TECHNICAL SKILLS (continued)	Rating
c. Office organization (Filing, Clerical, etc.) _____ _____ _____	_____ _____ _____
d. Work is completed in a thorough, accurate, and timely manner _____ _____ _____	_____ _____ _____
e. Ability to take directions and follow through assignments and instructions _____ _____ _____	_____ _____ _____
f. Creativity and writing skills _____ _____ _____	_____ _____ _____
g. Knowledge of office equipment _____ _____ _____	_____ _____ _____
h. Ability to prioritize assignments _____ _____ _____	_____ _____ _____
<b>III. GENERAL</b>	
a. Conscientious and reliable with respect to attendance and punctuality _____ _____	_____ _____

III. GENERAL (continued)	Rating
b. Dress and general personal neatness is appropriate _____ _____ _____	_____ _____ _____
c. Exhibits initiative in work related areas _____ _____ _____	_____ _____ _____
d. Maintains demeanor appropriate to school office _____ _____ _____	_____ _____ _____
e. Loyalty to office supervisor and school district _____ _____ _____	_____ _____ _____
IV. DEVELOPMENT	
a. Ability/Desire to improve _____ _____ _____	_____ _____ _____
b. Acceptance of criticism _____ _____ _____	_____ _____ _____
c. Shows continual progress _____ _____ _____	_____ _____ _____

ADDITIONAL SUPERVISOR'S \_\_\_\_\_

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EMPLOYEE'S \_\_\_\_\_

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Please check:

\_\_\_\_\_ Job description for position has been reviewed and is current.

**\*\*You are required to attach a copy of current job description to evaluation.**

My supervisor and I have discussed this evaluation and I have received a copy of it.

Signature of Employee \_\_\_\_\_ Date \_\_\_\_\_

Signature of Supervisor \_\_\_\_\_ Date \_\_\_\_\_

Revised 4/5/99