

## ALLEGANY-LIMESTONE PERFORMANCE REVIEW

An annual performance review is a constructive process that stresses a cooperative working relationship between an employee and his/her supervisor. The process is based upon the premise that the employee wants to do a good job and improve his/her skills. The purpose of the review program is to encourage two-way communication, identify individual strengths and improvement opportunities, assist performance and promote self-motivated improvement.

Employee \_\_\_\_\_  
 Job Title \_\_\_\_\_

Date 2017-2018

**An Action Plan must be developed if two or more areas are marked Ineffective, or if four or more are marked Developing.**

**Key:** **H** (Highly Effective)      **E** (Effective)      **D** (Developing)      **I** (Ineffective)

*All I ratings and comments must be substantiated with examples and suggestions or recommendations for improvement.*

	H	E	D	I	REMARKS:
1.) <b>Attendance:</b> reliable and punctual					
2.) <b>Initiative:</b> shows initiative, is creative and resourceful, prompt in completing tasks, able to solve problems.					
3.) <b>Cooperation:</b> demonstrates the willingness to help the public, other employees, supervisors, teachers and students he/she may come in contact with.					
4.) <b>Policy:</b> adheres to/supports district policies, procedures and regulations					
5.) <b>Appearance/grooming:</b> maintains cleanliness, appropriate dress and neat grooming.					
6.) <b>Records:</b> maintains accurate records, inventories, files, time sheets and paperwork as required					
7.) <b>Physical Condition:</b> capable of performing duties in a healthy and energetic manner.					
8.) <b>Quantity/Quality:</b> amount of quality work produced; timeliness and speed in completing assignments					
9.) <b>Maintenance:</b> proper use and care of equipment, tools; maintains clean and orderly facilities; tidiness of workstation					
10.) <b>Dependability:</b> carries out assignments with minimal supervision; functions well in crisis situations					
11.) <b>Attitude:</b> displays positive attitude and respect towards the people he/she comes in contact with on a daily basis.					
12.) <b>Confidentiality:</b> Maintains confidentiality of appropriate information (re: students, co-workers, employees)					

	H	E	D	I	REMARKS:
13.) <b>Students:</b> demonstrates interest, patience and self-control with students					
14.) <b>Rapport:</b> establishes good rapport, is courteous and polite in his/her dealings with teacher, students and staff					
15.) <b>Communication:</b> expresses self effectively. Communicates in a timely manner, good listening skills, asks appropriate questions.					

1.) Goals and accomplishments for the past school year:

2.) Goals and objectives for the next school year:

3.) Employee's Comments:

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

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