

DALHART ISD PERFORMANCE APPRAISAL
OFFICE AND TECHNICAL STAFF

Name _____ Assignment _____

Date _____ Supervisor _____ Campus _____

Rating Scale:

P	Proficient	Employee's performance consistently meets district expectations.
I	Improvement Needed	Employee's performance does not meet district expectations.
N/A	Not Applicable	Performance is not expected

Directions: Use the above descriptors to rate each indicator.

General Skills

1. Works cooperatively with others.
2. Participates in meetings, training, and special events.
3. Follows oral and written instructions from supervisor.
4. Follows district policies and procedures.
5. Provides safety and security for self and others.
6. Completes assignments on time and accurately.
7. Follows attendance and punctuality rules.
8. Demonstrates appropriate job knowledge.
9. Maintains neat and orderly work area.
10. Uses, maintains, and stores work material properly.
11. Identifies and responds to problems effectively.
12. Communicates effectively.

Comments:

Specialized Skills

13. Uses appropriate software programs.
14. Compiles information or data and produces appropriate reports.
15. Maintains confidentiality of information.
16. Maintains data and physical files.
17. Orders and maintains inventory.

Comments:

Performance goals:
General comments:
Employee comments:

This evaluation has been discussed with me by my supervisor.
I have read and received a copy of it.

Employee signature

Date

Supervisor signature

Date

An employee may submit a written response or rebuttal within 10 working days of receiving this evaluation.