

Name _____
Position _____
Evaluated by _____
Date _____

1. Exhibits interest, enjoyment, and enthusiasm for his/her job and conveys that to others.

Satisfactory _____ Unsatisfactory _____

Comments:

2. Is responsible and dependable. He/she can be relied on to do the job without close supervision.

Satisfactory _____ Unsatisfactory _____

Comments:

3. Demonstrates concern and respect for the well-being of the students and others.

Satisfactory _____ Unsatisfactory _____

Comments:

4. Maintains good work habits. Is accurate, thorough, and organized.

Satisfactory _____ Unsatisfactory _____

Comments:

5. Follows and supports Tiffin City School policies.

Satisfactory _____ Unsatisfactory _____

Comments:

6. Performs the job tasks for which he/she is employed.

Satisfactory _____ Unsatisfactory _____

Comments:

SUMMARY EVALUATION

Listed below are specific and concise statement of strengths and weaknesses.

Response by employee:

Evaluator's signature

Position

Date

Employee's signature

Position

Date