

WAKE COUNTY PUBLIC SCHOOLS

CENTRAL HIGH SCHOOL

PERFORMANCE APPRAISAL INSTRUMENT

CLASSIFIED PERSONNEL

NAME: Mr. Bill Jones

ID: 4441475

POSITION: Custodian

DATE: 7/24/2008

SCHOOL YEAR: 2008/2009

Annual Evaluation \_\_\_\_\_

Place the number in the box that best describes the person being rated.

MAJOR FUNCTIONS:

1. QUALITY OF WORK

1	2	3	4
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

1.1 Work is of poor quality; must be checked constantly and often redone.

1.2 Quality of work rarely meets acceptable standards with most work to be redone.

1.3 Quality of work is satisfactory; generally meets acceptable standards.

1.4 Work is consistently thorough. Produces work of highest quality and shows care in its preparation.

COMMENTS:

No pre-defined comments available.

2. QUANTITY OF WORK

1	2	3	4
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

2.1 Unable to meet deadlines and complete tasks within a reasonable length of time without detailed instructions.

2.2 Seldom achieves satisfactory production or meets deadlines; frequently does things the hard way, wasting time and effort.

2.3 Production is satisfactory; generally meets deadlines, plans and organizes work effectively.

2.4 Exceptionally rapid worker, work is consistently completed ahead of scheduled deadlines.

COMMENTS:

No pre-defined comments available.

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3. COMMUNICATION

1	2	3	4
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

3.1 Inclined to make frequent errors in spelling and grammar; poor enunciation and articulation; often releases confidential information to others without permission.

3.2 Written and oral skills need some improvement; occasionally needs to be reminded of the need for confidentiality.

3.3 Oral and written skills are satisfactory; keeps things in confidence as requested.

3.4 Highly skilled language usage and verbal skills; maintains strict confidence of records and information.

COMMENTS:

No pre-defined comments available.

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4. ATTENDANCE

1	2	3	4
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

4.1 Excessive absenteeism and/or frequently late without good excuse.

4.2 Often deficient in attendance and/or punctuality.

4.3 Usually present and punctual; on time.

4.4 Very prompt; regular in attendance, and always punctual, on time, and ready to begin duties at the assigned hour.

COMMENTS:

No pre-defined comments available.

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## 5. APPEARANCE

1	2	3	4
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

5.1 Untidy in dress, appearance, and personal hygiene for this position.

5.2 Sometimes untidy and careless in appearance and personal hygiene.

5.3 Appearance and personal hygiene are good.

5.4 Well groomed; appearance and personal hygiene are exceptional.

### COMMENTS:

No pre-defined comments available.

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## 6. KNOWLEDGE OF JOB

1	2	3	4
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

6.1 Lacks overall understanding of job and its importance; displays no interest in the work.

6.2 Learns work assignments slowly. Requires much instruction and guidance.

6.3 Has a thorough knowledge of all aspects of work assignments and performs satisfactorily.

6.4 Exceptionally well informed. Knowledge and skills exceed requirements. Requires limited to no supervision.

### COMMENTS:

No pre-defined comments available.

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## 7. INITIATIVE

1	2	3	4
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

7.1 Lacks self-confidence; displays little drive; does not strive to achieve.

7.2 Occasionally comes up with a new idea; puts forth little effort; slow to achieve.

7.3 Has self-confidence; frequently suggests new ways to do tasks; resourceful and uses time wisely.

7.4 Continually uses own initiative; often suggests changes to improve work, seeks new and better ways of doing tasks; is creative, and usually finds own way to deal with emergencies.

### COMMENTS:

No pre-defined comments available.

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## 8. RELATIONSHIPS WITH PEOPLE

1	2	3	4
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

8.1 Is inclined to be undependable and troublesome; blunt, uncooperative, discourteous, and often antagonizes those with whom the employee has contact.

8.2 Sometimes uncooperative, displays impoliteness and tactlessness.

8.3 Works well with others; makes an honest effort to be cooperative; follows instructions; exercises tact, and assists others as needed.

8.4 Works exceptionally well with others; extremely polite and very tactful in dealing with the public and fellow colleagues, and receives constructive criticism well. An outstanding team worker and inspires cooperativeness in others.

### COMMENTS:

No pre-defined comments available.

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## 9. SUPERVISORY ABILITY

1	2	3	4
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

9.1 Unsatisfactory; cannot get others to accomplish assigned work.

9.2 Marginal ability; gets others to accomplish work if given detailed instructions and constant supervision.

9.3 Satisfactory ability; gets others to accomplish work within reasonable guidelines.

9.4 Outstanding; gets others to accomplish work even under most difficult conditions.

9.5 Employee does not do any supervising.

### COMMENTS:

No pre-defined comments available.

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## 10. PROFESSIONAL IMPROVEMENT

1	2	3	4
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

10.1 Never attends, and lacks interest in participating in-service activities.

10.2 Sometimes shows interest in participating in in-service activities.

10.3 Participates in in-service activities as they relate to job responsibilities.

10.4 No in-service activities were available.

COMMENTS:

No pre-defined comments available.

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11. OVERALL PERFORMANCE

1	2	3	4
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

11.1 Performs Unsatisfactorily; employee works well below job requirements.

11.2 Marginal In Performance; employee does not fully meet normal / average job requirements.

11.3 Meets Performance Expectations; employee exceeds job requirements.

11.4 Exceeds Performance Expectations; employee exceeds job requirements.

COMMENTS:

No pre-defined comments available.

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Evaluator's Summary Comments:

My comments.

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Signed _____	____/____/____
Employee	Date
Signed _____	____/____/____
Evaluator	Date

This document shall be filed in the Personnel Department by the person making the evaluation and by the designated deadline dates. The employee being evaluated is requested to sign this sheet, not to indicate approval, but to show that he/she has read, discussed, and recieved a copy of this document and any attachments, and shall file promptly with the Personnel Department such statements or explanations which he/she may desire to add. Refusal of the employee to sign this document will in no way invalidate the report.