

SCHOOL DISTRICT OF OKALOOSA COUNTY
PERSONNEL SERVICES DEPARTMENT
EVALUATION OF EDUCATION SUPPORT PERSONNEL

MIS 5136
REV 07/10
PILOT

Employee's Legal Name: _____ Job Title: _____

Last 4 of SSN: _____ Location: _____

JOB KNOWLEDGE/WORK HABITS

	Meets Expectations	** Does Not Meet Expectations
Demonstrates efficient use of time, planning and organizational skills.....	<input type="checkbox"/>	<input type="checkbox"/>
Demonstrates ability to work with little or no direct supervision.....	<input type="checkbox"/>	<input type="checkbox"/>
Demonstrates an ability to learn new skills and adapts to change.....	<input type="checkbox"/>	<input type="checkbox"/>
Demonstrates a willingness to accept authority and direction.....	<input type="checkbox"/>	<input type="checkbox"/>
Demonstrates proficiency in job knowledge and performs accordingly.....	<input type="checkbox"/>	<input type="checkbox"/>
Demonstrates a positive attitude toward job/tasks.....	<input type="checkbox"/>	<input type="checkbox"/>
Demonstrates good judgement and common sense toward assigned duties.....	<input type="checkbox"/>	<input type="checkbox"/>
Demonstrates stability and an ability to handle stress and be tolerant.....	<input type="checkbox"/>	<input type="checkbox"/>

INTERPERSONAL SKILLS

	Meets Expectations	** Does Not Meet Expectations
Demonstrates appropriate interaction with staff, clients, students and/or parents.....	<input type="checkbox"/>	<input type="checkbox"/>
Demonstrates awareness to the needs of staff, clients, students and/or parents.....	<input type="checkbox"/>	<input type="checkbox"/>
Demonstrates appropriate oral skills when communicating with others.....	<input type="checkbox"/>	<input type="checkbox"/>
Demonstrates appropriate written skills when communicating with others.....	<input type="checkbox"/>	<input type="checkbox"/>
Demonstrates appropriate relations with supervisor and peers.....	<input type="checkbox"/>	<input type="checkbox"/>
Demonstrates loyalty, reliability, honesty and integrity on the job.....	<input type="checkbox"/>	<input type="checkbox"/>

Employer
Comments:

Employee
Comments:

Signatures

Note: Signatures indicate the two parties discussed the completed evaluation form. It does not necessarily denote agreement.

Signature of Employee

Date

Signature of Evaluator

Date

cc: Principal/Supervisor
Employee
Personnel Department

**** Success Plan Attached**