

BUTLER PUBLIC SCHOOLS
Butler, New Jersey
PERFORMANCE EVALUATION

Name: _____

Please check one rating for each item in each category.

	Outstanding	Satisfactory	Unsatisfactory
I. <u>ATTITUDE TOWARDS POSITION</u>			
Accepts constructive criticism			
Strives to improve performance			
Responds favorably to direction			
Works cooperatively with others			
II. <u>PROFESSIONAL COMPETENCE</u>			
Quality of work (neatness, accuracy, timeliness)			
Efficient			
Familiar with district procedures			
Uses initiative			
Industrious (uses time effectively, plans ahead, completes work on time)			
Seeks assistance when needed			
Protects confidences and confidential information			
Accepts responsibility			
Strives for professional improvement – workshops, in-service workshops, training, courses or self-study			

	Outstanding	Satisfactory	Unsatisfactory
III. <u>PERSONAL QUALIFICATION</u>			
Attendance			
Punctual			
Reliable			
Courteous			
Conscientious			
IV. <u>OFFICE SKILLS</u>			
Telephone			
Filing			
Typing			
Office machine use			
V. <u>PUBLIC RELATIONS</u>			
Telephone manners – brief, pleasant			
Tact			
Follows up on requests from the public			
Is patient and understanding with public and staff			

COMMENTS ON EMPLOYEE'S OVERALL PERFORMANCE

_____ I do
_____ I do not recommend_____ for renewal.

_____ I do
_____ I do not recommend withholding of the increment.

PRINCIPAL OR SUPERVISOR'S SIGNATURE

EMPLOYEE COMMENTS (optional):

SIGNATURE OF EMPLOYEE

DATE_____