

WELLESLEY PUBLIC SCHOOLS PERFORMANCE REVIEW

Name	Date	Position	Program	
Evaluate the employee's contribution to the job now being performed.				
Put a dot above the words that most nearly express your judgment in each area.				Date of
Your efforts and care will determine its value.				Last Review
Knowledge of Work				
Consider knowledge of her job gained through experience, general education, and specialized training.	Well informed on all phases of work.	Knowledge thorough enough to perform without assistance.	Adequate grasp of essentials Some assistance.	Needs considerable help in some areas.
Quantity of Work				
Consider the amount of work done under normal conditions.	Rapid work. Unusually big producer.	Turns out good volume.	Average.	Volume below average.
Quality of Work				
Consider neatness, accuracy, and dependability of results regardless of volume.	Exceptionally accurate, practically no mistakes.	Seldom necessary to check work.	Satisfactory.	Occasionally unacceptable, some errors.
Ability to Learn New Duties				
Consider the speed with which she masters new routine and grasps explanations. Consider also ability to retain this knowledge.	Exceptionally fast to learn and adjust to changed conditions.	Learns rapidly. Retains instructions.	Normal instruction required.	Requires more than average instruction.
Initiative				
How well does she begin an assignment without supervision? Does she develop, contribute new ideas?	Self starter. Makes practical suggestions. Very resourceful.	Starts promptly. Resourceful.	Does regular work, without prompting. Sometimes needs help getting started.	Frequently needs help getting started. Rarely shows initiative.
Cooperation				
Does she work harmoniously and effectively with co-workers and supervisors?	Exceptionally cooperative.	Gets along very well with associates.	Gets along well with associates.	Some limits to cooperation.
Judgment and Common Sense				
Does she make sound decisions?	Thinks quickly, logically. Outstanding.	Thinks well. Has a lot of common sense.	Judgment fairly reliable in most areas.	Not a strong point.

Wellesley Public Schools Performance Review

Comment on the employee's contributions in the following areas:

Knowledge of work

Quantity of Work

Quality of Work

Ability to Learn New Duties

Initiative

Cooperation

Judgment and Common Sense

Comment on Strong Points That Are Not Appropriately Identified Above

Comment on Areas Where Improvement Will Contribute to Job Performance

I think this review is (check one):

- very valuable to me
- of some value to me
- of little value to me
- of no value to me

This performance review was prepared by:

Manager's Signature/Date

Position Title

I think this review is (check one):

- very valuable to me
- of some value to me
- of little value to me
- of no value to me

I have discussed this performance
review with my manager:

Employee's Signature/Date

Position Title