

**APPENDIX C
Evaluation Tool**

Name:

Position:

Supervisor:

Evaluation Date:

Job Description Attached: Yes _____ No _____

Rating Scale:

4 = Highly Effective:

Performance objectives often exceed expectations. Projects and objectives are completed in a manner that expands the scope and impact of the assignment and increases the impact on the department/school. Then employee is viewed as having made notable contributions

3 = Effective:

Performance is competent and effective along established expectations; initiative and resourcefulness and good judgement are consistently exercised. Employee makes a solid, reliable and meaningful contribution to the department/school.

2 = Improvement Required:

Performance falls below expectations. Goals for improvement should be created to remedy the deficiency.

1 = Unsatisfactory:

Performance is slightly below expectations. Improvement is required.

Wellesley Public Schools
WEPSA - Unit A and B - Evaluation Instrument

Overall Rating

1 Demonstrates knowledge of position and produces quality work

Performance Indicators

Performs duties and responsibilities reliably, accurately, and on a timely basis

Top three job responsibilities based upon each employee's specific job description

1

2

3

Ability to effectively use applicable technology/software:

Google platform

AESOP

Excel

Word

Munis - as applicable

Displays attention to detail, avoids errors, strives to ensure accuracy

(Recommended = 2) or (Required = 1) action steps for improved performance

2 Demonstrates ability to plan, organize, and set priorities

Performance Indicators

Ability to plan, prioritize, and organize work to ensure completion on a timely basis

Ability to multitask, handle multiple assignments, and perform under pressure/maintain composure

Ensures expected results are achieved through utilization of all appropriate resources

(Recommended = 2) or (Required = 1) action steps for improved performance

3 Demonstrates adaptability, flexibility and commitment

Performance Indicators

Provides accurate and timely assistance to supervisor, staff, parents, and students

Ability to interpret and respond to new situations, problems, procedures, and methods

Displays a willingness to learn new tasks/software as needed

Responds appropriately to suggestions

(Recommended = 2) or (Required = 1) action steps for improved performance

4 Ability to make sound decisions and use sound judgment

Performance Indicators

- Ability to accurately assess and differentiate priorities and respond/change plans accordingly
- Displays initiative, takes responsibility, and develops plan to accomplish work effectively
- Ability to work independently, with little to no oversight
- Seeks input from appropriate resources to resolve issues effectively

(Recommended = 2) or (Required = 1) action steps for improved performance

5 Demonstrates effective communication skills

Performance Indicators

- Keeps supervisor informed as appropriate
- Effective and appropriate in both verbal and written communication
- Ability to effectively manage email and respond in a timely manner

(Recommended = 2) or (Required = 1) action steps for improved performance

6 Demonstrates professionalism and integrity

Performance Indicators

- Demonstrates appropriate conduct - cooperative, considerate, tactful - in all situations
- Interacts effectively and appropriately with all stakeholder: supervisor, administration, staff, parents, students
- Demonstrates discretion and practices confidentiality
- Attendance is regular and observes established working hours

(Recommended = 2) or (Required = 1) action steps for improved performance

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WEPSA - Unit A and B - Evaluation Instrument

What are the major strengths of this employee?

What are the objectives for this employee before the next evaluation?

Acknowledgement of Evaluation

I have received and agree with this evaluation. _____

Employee Name _____

Employee Signature _____

Date _____

Supervisor Signature _____

Date _____

I have received and disagree with this evaluation. _____

I understand that I have the option to respond with rationale for my disagreement that will be attached to this evaluation and placed into my personnel folder.