

CHARLOTTE PUBLIC SCHOOLS
NON-INSTRUCTIONAL EMPLOYEE EVALUATION FORM

NAME: _____

POSITION: _____

DEPARTMENT/SCHOOL : _____

DATE _____

<u>TYPE OF EVALUATION</u> Probational ____ Additional ____ Terminal ____ Definitions of Ratings A – Excellent B – Good C – Adequate D – Unacceptable	Anniversary Date ____ Annual ____				Evaluation by B/G Supervisor				Evaluation by Building Principal			
	Excellent	Good	Adequate	Unacceptable	Excellent	Good	Adequate	Unacceptable				
1. Attendance and Punctuality (including use of sick days)												
2. Knowledge – Doing the best Quality work												
3. Time Management – Planning and proper use of time												
4. Initiative – Ability to develop constructive ideas												
5. Communications – Ability to stay well-informed												
6. Cooperation – Ability to get along with fellow workers and staff												
7. Motivation – Responsible and dependable to do a good job												
8. Acceptance of constructive criticism												
9. Follow-through – Can start, carry out, and finish a job												
10. General Appearance and Personal Grooming												

Any comments or suggestions about the employee's job, job performance, or appraisal should be listed on the back of this form.

Supervisor's Signature: _____ Date: _____

Building Principal's Signature: _____ Date: _____

Employee's Signature: _____ Date: _____