

**NORTHERN LEHIGH SCHOOL DISTRICT
Support Service Personnel
EMPLOYEE EVALUATION REPORT**

School _____ Date _____

Name of Employee _____

Position _____ Date of Hire _____

DESCRIPTORS	SATISFACTORY	NEEDS IMPROVEMENT	UNSATISFACTORY	COMMENTS
I. PERFORMANCE				
1. Manages time efficiently to meet schedules				
2. Plans and organizes work effectively				
3. Performs assigned work neatly & accurately				
4. Analyzes problems & procedures to select sound courses of action				
5. Understands thoroughly the duties of the job				
6. Follows through on assignments with attention to details				
7. Demonstrates knowledge or required functional skills				
8. Treats confidential matters as such				
9. Utilizes equipment & facilities effectively with care				
10. Handles telephone calls courteously				
11. Attends work regularly				
12. Arrives at work punctually				
II. PERSONAL CHARACTERISTICS				
1. Conforms to established procedures & policies				
2. Approaches assignments with enthusiasm				
3. Demonstrates initiatives & resourcefulness				
4. Demonstrates interest & pride in the job				
5. Cooperates & communicates with fellow employees				
6. Adjusts to change and meet new situations intelligently				
7. Deals with people in a mature fashion				
8. Considers the feelings of others when dealing with them				
9. Accepts suggestion for improvement				
10. Possesses the necessary patience to deal with people				
OVERALL EVALUATION				

Continued Employment

_____ Recommended

_____ Not Recommended

Comments _____

Supervisor's Signature

Employee's Signature

Date