

**NORTHERN LEHIGH SCHOOL DISTRICT  
Cafeteria Personnel  
EMPLOYEE EVALUATION REPORT**

School \_\_\_\_\_ Date \_\_\_\_\_

Name of Employee \_\_\_\_\_

Position \_\_\_\_\_ Date of Hire \_\_\_\_\_

DESCRIPTORS	SATISFACTORY	NEEDS IMPROVEMENT	UNSATISFACTORY	COMMENTS
1. Personal appearance				
2. Cleanliness of work habits				
3. Ability to get along with co-workers				
4. Ability to follow directions				
5. Attitude towards work				
6. Attitude towards students/staff				
7. <b>Reliability</b> - will carry out responsibilities as assigned				
8. <b>Honesty</b> - can be trusted in all matters				
9. <b>Conscientiousness</b> - works to the best of their ability				
10. Physical ability to perform duties				
11. <b>Coordination</b> - ability to produce in the allotted time				
12. <b>Leadership</b> - ability to direct & instruct others; ability to accept responsibility of management				
<b>OVERALL EVALUATION</b>				

**Continued Employment**

\_\_\_\_\_ Recommended

\_\_\_\_\_ Not Recommended

Comments \_\_\_\_\_

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Supervisor's Signature / Employee's Signature / Date