

**DIOCESE OF DAVENPORT
BOARD OF EDUCATION**

SERIES 400: STAFF PERSONNEL

FORM 440.3A

EMPLOYEE EVALUATION FORM: SUPPORT STAFF

_____ Anniversary Date _____ Six Month _____ Other

Name: _____ Date Due: _____

Department: _____ Job Title: _____

Check the appropriate square which most nearly describes this employee's performance

QUALITY OF WORK: Consider neatness, accuracy and degree of excellence							
Unsatisfactory, careless		Borderline		Satisfactory		Above Average	Outstanding
QUANTITY OF WORK: Consider the amount of work produced							
Unsatisfactory		Below Average, just enough to get by		Average		Above Average	Outstanding, Eager to do more than
ATTENDANCE: Consider absenteeism and tardiness							
Frequently absent		Frequently late		Satisfactory		Above Average	Never late or absent
ATTITUDE: Consider ability to get along with others; willingness to cooperate with supervisors and conform to rules of work							
Unwilling to cooperate, troublesome or indifferent		Sometimes difficult to work with; occasionally indifferent		Normal, usually tactful, works well with others		Congenial and cooperative	Always willing, highly cooperative
KNOWLEDGE OF WORK: Consider how well the employee is equipped with the knowledge essential to the performance of his/her work							
Insufficient for position		Lacks knowledge of some phases of work		Adequate for position		Understand all phases of position	Comprehensive knowledge of all phases of position
DEPENDABILITY: Consider the extent to which the employee can be counted on to do assigned tasks and degree of supervision required							
Unreliable, needs constant supervision		Sometimes requires prompting		Usually completes tasks with reasonable promptness		Very dependable, needs little supervision	Thoroughly dependable and trustworthy
INITIATIVE: Consider willingness to assume responsibility							
Puts forth no effort, always waits to be told		Puts forth little effort, needs prodding		Average, does assigned work well		Hard worker, willing to do more than assigned	Exceptionally diligent, never waits to be told
PERSONAL APPEARANCE: Consider cleanliness, neatness, general grooming and appropriateness of attire							
Always untidy, improper dress		Sometimes untidy and careless		Generally neat and clean		Well groomed	Very neat, extremely well groomed
ADAPTABILITY: Consider ability to adjust to changing situations and work assignments and ease with which learns new duties							

Regulation Adopted: March 15, 1989
 Regulation Revised: June 5, 2002
 Regulation Reviewed: May 17, 2010
 Regulation Reviewed: December 2015
 Regulation Revised: September 10, 2019
 Regulation Promulgated: September 13, 2019
 Form Revised: March 20, 2020

**DIOCESE OF DAVENPORT
BOARD OF EDUCATION**

SERIES 400: STAFF PERSONNEL

Cannot adjust to changing conditions		Has difficulty, requires details and repeated instructions		Satisfactory, minimum instructions on most new duties		Very adaptable, quick to learn and understand		Exceptionally keen in adapting to new jobs and changing situations
--------------------------------------	--	--	--	---	--	---	--	--

RATE ONLY PERSONS WITH SUPERVISORY RESPONSIBILITY:

LEADERSHIP: Consider effectiveness in getting

Sometimes fails to exercise effective direction and guidance		Generally wins confidence and loyal support		Often fails to motivate people		Leads people well, wins and holds enthusiasm		Provides leadership, motivation and direction under most conditions
--	--	---	--	--------------------------------	--	--	--	---

OVERALL RATING:

AT HIS/HER LEVEL THIS EMPLOYEE IS RATED

Outstanding		Above Average		Average		Marginal		Unsatisfactory
-------------	--	---------------	--	---------	--	----------	--	----------------

IF SALARY IS BEING CONSIDERED, COMPLETE THE FOLLOWING:

Recommended for		Salary Increase		No Increase		Re-evaluation	
-----------------	--	-----------------	--	-------------	--	---------------	--

IF PLACED ON PROBATION OR RECOMMENDED FOR RE-EVALUATION:

Date to be reviewed again: _____

Additional Remarks by Evaluator:

Date: _____ Signature: _____

Employee Remarks: ☐ Concur with Rating ☐ Do not Concur

Date: _____ Signature: _____

Regulation Adopted: March 15, 1989
Regulation Revised: June 5, 2002
Regulation Reviewed: May 17, 2010
Regulation Reviewed: December 2015
Regulation Revised: September 10, 2019
Regulation Promulgated: September 13, 2019
Form Revised: March 20, 2020