

Rocky Hill Public Schools

Rocky Hill, Connecticut

NON-CERTIFIED EVALUATION NON-INSTRUCTIONAL PERSONNEL

Name: _____

Position: _____

Location: _____

Supervisor: _____

Employee Job Functions Rated by Supervisor(s)	5	4	3	2	1	N/A
Punctuality						
Initiative						
Relationships with:						
-students						
-parents						
-supervisors						
-other employees						
Performance under:						
-normal situations						
-stressful situations						
Dependability						
Ability to carry out instructions without close supervision						
Clear understanding of job						
Performance responsibilities (as described in job description)						
Acceptability of work:						
-speaking skills						
-writing skills						
-effort						
-skills related to tasks performed						
Supervisor(s)' Assessment of Employee's Attendance						

**Key: 5=Excellent 4=Above Average 3=Average
2=Needs Improvement 1=Unacceptable N/A=Not Applicable**

See Other Side for Supervisor(s)' Description of Quality of Performance and Recommendations

cc: Employee
Supervisor(s)
Principal

EVALUATION OF NON-CERTIFIED EMPLOYEE (continued)

Name: _____

Description of Quality of Performance

Recommendations

Employee's Comments

Signature of Employee

Date

Signature of Supervisor

Date

Signature of Supervisor

Date

Year of Next Evaluation: _____