

**Classified Employee Performance Appraisal
Fayetteville Public School District**

Employee Name

Position/Title

Contract Year

The Undersigned supervisor of this employee chooses the following descriptive statements relating to the indicated areas of job performance during the contract year:

1=Unacceptable Performance
4=Commendable Performance

2=Area of Concern
5=Exceptional Performance

3=Competent Performance

COMMUNICATION- How effective is this person at polite interaction, accurate communication, and attentive listening to others?

1 2 3 4 5 Comments: _____

POLICIES & PROCEDURES- How well does this person learn, accept, and implement law, policy, regulations, and directives?

1 2 3 4 5 Comments: _____

FOLLOW-THROUGH- How well does this person implement or complete plans or projects?

1 2 3 4 5 Comments: _____

INITIATIVE- How well does this person coordinate and develop constructive ideas and actions?

1 2 3 4 5 Comments: _____

JUDGMENT- Does this person make sound, timely, and effective decisions, including seeking a supervisor's advice at appropriate times?

1 2 3 4 5 Comments: _____

KNOWLEDGE- Does this person possess and continually acquire the information needed to perform the work expected from this position?

1 2 3 4 5 Comments: _____

TEAMWORK- How cooperative and effective is this person when working with other employees?

1 2 3 4 5 Comments: _____

ORGANIZATION- How structured and well-ordered is this person's work method?

1 2 3 4 5 Comments: _____

PLANNING- How well does this person formulate or help develop plans?

1 2 3 4 5 Comments: _____

ADDITIONAL COMMENTS: _____

EMPLOYEE COMMENTS(not required): _____

Supervisor/Evaluator Signature Date

Received by: _____
Employee Signature Date