

Performance Appraisal for Paraprofessionals

- Status: **Probationary:** first evaluation *no later than 12th week of employment*
 Probationary: final evaluation *no later than 60th day prior to end of 1 year*
 Annual: on permanent employment status *evaluation due by April 15*

Name: _____ Location: _____

Type of Assignment: _____ Evaluation period from: _____ to _____

WORK PERFORMANCE RATINGS

Satisfactory			Unsatisfactory		
5	4	3	2	1	0
Well above average <i>outstanding in this group</i>	Somewhat above average <i>better than most</i>	Average	Somewhat below average <i>not quite up to par</i>	Well below average <i>needs much improvement</i>	Unacceptable work performance

WORK PERFORMANCE FACTORS

Performance Factors	Explanation	Satisfactory			Unsatisfactory		
		5	4	3	2	1	0
<i>Note: Rate only those factors which apply to position being appraised</i>							
Quality of Work	Accuracy, thoroughness; completed work shows care and good judgment in its preparation.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Quantity of Work	Meets schedules and accomplishes assigned responsibilities.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Work Habits	Dependability; receptive to supervision; willing worker, follows procedures.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Job Attitude	Interest; enthusiasm; willingness to accept responsibility; cooperates with staff.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Job Knowledge	Understanding of principles, methods or processes; comprehends easily.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ability to Learn	Learns and retains new ideas and methods; uses initiative; reaches sound and logical conclusions.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Relationships With People	Tactful in dealing with students, staff, and public. Ability to communicate with others; accepts constructive criticism; relates well to supervisor and staff.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Attendance	Reports to work as assigned.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Punctuality	Arrives on time; observes appropriate breaks and work schedules.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

GENERAL COMMENTS please be specific, constructive and objective.

Areas of strength:

Areas in need of improvement:

Additional comments, including evidence of professional growth.

For probationary paraprofessionals:

If performance is **unsatisfactory**, please indicate recommendation by checking **A.** or **B.** below.

- A. Continue for 2nd portion of probationary period *For Probationary First Evaluation of 12 weeks only*
 B. Termination

The appraisal form must be signed by both parties. Please note that the employee's signature signifies only that the form has been read. The employee shall have the right to submit written comments and attach it to the file copy of this appraisal. The appraiser is required to discuss the completed appraisal during a personal conference with the employee.

Signature of Administrator _____ Date _____

Signature of Paraprofessional _____ Position _____ Date _____