



PERFORMANCE APPRAISAL REPORT SUPPORT STAFF

Employee: _____

Date: _____

Position: _____

School/Department: _____

Supervisor: _____

Purpose of Appraisal:

Probationary Permanent Employee Request Employer Request

Instructions: After discussion occurs between the employee and supervisor regarding the various performance competencies, the rating scale is completed by the supervisor. Both the employee and the supervisor should sign and date the form. The employee receives a copy of the form and the supervisor forwards the original to the HR Department for the employee's Personnel File.

Evaluation/Rating:

1. Beginning - Identifiable performance characteristics reflecting a beginning level of performance
2. Developing - Identifiable performance characteristics reflecting development and movement towards a high level of performance
3. Accomplished - Identifiable performance characteristics reflecting a consistently high level of performance (The employee is solid in every aspect and is exemplary in some areas.)
4. Exemplary - Identifiable performance characteristics reflecting mastery of performance (The employee is exemplary in most areas, goes beyond expectations, and is a role model for outstanding performance, ie. supervisor can identify two examples from the past two years of performance that went beyond the requirements in four of the five sections.)

Rating

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Section 1 – Communication	Rating
Displays effective listening skills, seeking clarification appropriately and as necessary.	Choose an item.
Conveys written and/or oral information in a complete, clear and concise manner.	Choose an item.
Maintains open lines of communications and is accessible.	Choose an item.
Works cooperatively and respectfully with Board staff/ students as well as community stakeholders and outside agencies (displaying tact, adaptability and flexibility).	Choose an item.
Models appropriate problem solving and conflict resolution.	Choose an item.
Understands and respects the need for confidentiality where appropriate.	Choose an item.
Demonstrates positive working relations with departmental and interdepartmental co-workers.	Choose an item.

Comments

[Click here to enter text.](#)

Section 2 - Professionalism	Rating
Demonstrates personal integrity and ethical behaviour in duties.	Choose an item.
Treats others with dignity and respect.	Choose an item.
Projects a positive attitude and image.	Choose an item.
Demonstrates a respect for the Board’s guiding principles, goals and values.	Choose an item.
Supports the Board’s interventions, departmental plans, and understands their role.	Choose an item.
Knows and follows relevant legislation, policy and procedure.	Choose an item.
Demonstrates respect for the Board’s resources.	Choose an item.
Demonstrates general and technical skills and expertise to perform the job effectively and efficiently.	Choose an item.
Demonstrates a commitment to duties.	Choose an item.

Comments

[Click here to enter text.](#)

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Section 3 - Leadership	Rating
Demonstrates ability to make sound judgements and handle problems within the employee's area of responsibility; understands when it is necessary to seek assistance from supervisor or others.	Choose an item.
Fosters and supports informal and/or formal mentoring.	Choose an item.
Demonstrates ability to develop, communicate and implement new ideas, assignments and/or methods.	Choose an item.
Conducts evaluation of staff and provides ongoing feedback if in a supervisory role.	Choose an item.
Fosters a sense of co-operation and co-ordination among staff members.	Choose an item.
Makes and implements decisions in co-operation with team members.	Choose an item.
Conducts follow-ups to ensure that work is completed accurately and on schedule.	Choose an item.
Cognizant of training needs and supports all staff.	Choose an item.
Demonstrates initiative and creativity in problem solving.	Choose an item.

Comments

[Click here to enter text.](#)

Section 4 - Organizational Skills	Rating
Completes tasks and meets deadlines	Choose an item.
Is punctual and dependable	Choose an item.
Demonstrates neatness and accuracy in his/her own work habits.	Choose an item.
Recognizes and reports potential safety hazards.	Choose an item.
Demonstrates effective use of technology.	Choose an item.
Identifies priorities and implements action plans to address them.	Choose an item.
Follows departmental operational processes and continually delivers efficient and high quality service.	Choose an item.
Efficiently and effectively maximizes the use of available resources.	Choose an item.
Possesses flexibility to modify schedule in order to meet changing needs and /or priorities.	Choose an item.
Respects the time of others.	Choose an item.

Comments

[Click here to enter text.](#)

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Section 5 - Professional Growth/Balance	Rating
Demonstrates a commitment to achieving balance between professional responsibilities and personal life.	Choose an item.
Keeps up-to-date on developments in their field in order to ensure the best possible information with which to address and consider emerging issues.	Choose an item.
Participates in ongoing personal and professional development and training.	Choose an item.

Comments

[Click here to enter text.](#)

Rating

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SUMMATIVE EVALUATION

Overall Level of Performance

- Beginning - Identifiable performance characteristics reflecting a beginning level of performance
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Professional Growth Goals and Strategies (2-3)

[Click here to enter text.](#)

Supervisor's Comments:

[Click here to enter text.](#)

Supervisor Signature

Date

Employee's Comments (optional):

[Click here to enter text.](#)

Employee Signature

Date