

# NON-INSTRUCTIONAL PERFORMANCE EVALUATION FORM

Employee Name: \_\_\_\_\_

Date of Evaluation: \_\_\_\_\_

Title: \_\_\_\_\_

Date of Last Evaluation: \_\_\_\_\_

Date of Hire: \_\_\_\_\_

Employee Status: Part-time \_\_\_\_\_ Full-time \_\_\_\_\_

Temporary Date: \_\_\_\_\_

() Probationary Ends: \_\_\_\_\_

() Provisional Date: \_\_\_\_\_

() Permanent Effective Date: \_\_\_\_\_

Annual Goal Setting Meeting: \_\_\_\_\_

Mid-year Review (if needed): \_\_\_\_\_

End of Year Review Meeting: \_\_\_\_\_

Name of Evaluator: \_\_\_\_\_

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Evaluator's Signature

\_\_\_\_\_  
Date

## INTERPERSONAL SKILLS AND COMMUNICATION

Ineffective	Developing	Effective	Highly Effective
<p>Treatment of others lacks civility, fails to value diversity, and promotes rather than resolves conflicts professionally</p> <p>Does not develop or maintain professional relationships with colleagues and the public</p> <p>Job knowledge and experience is not shared with others</p> <p>Communications lacks more than one of the following: courtesy, tact, or a constructive manner</p> <p>Avoids communication</p>	<p>Inconsistently treats all people with respect and civility, values diversity, and resolves conflicts professionally</p> <p>Inconsistently develops and maintains professional relationships with colleagues and the public</p> <p>Occasionally shares job knowledge and experience with others in order to promote overall efficiency and productivity</p> <p>Avoids open communication and makes little effort to contribute to the team</p>	<p>Usually treats all people with respect and civility, values diversity, and resolves conflicts professionally</p> <p>Usually develops and maintains professional relationships with colleagues and the public</p> <p>Shares job knowledge and experience with others in order to promote overall efficiency and productivity</p> <p>When appropriate, collaborates with others to complete tasks</p>	<p>Consistently treats all people with respect and civility, values diversity, and resolves conflicts professionally</p> <p>Consistently develops and maintains professional relationships with colleagues and the public</p> <p>Models sharing job knowledge and experience with others in order to promote overall efficiency and productivity</p> <p>When appropriate, initiates collaboration with courtesy, tact, and a constructive manner to all, even in the face of adversity</p>

Comments and examples:

**INITIATIVE AND SUPPORT**

<b>Ineffective</b>	<b>Developing</b>	<b>Effective</b>	<b>Highly Effective</b>
<p>Resistant to change in job duties or suggestions</p> <p>Does not takes steps to implement needed changes</p> <p>Does not demonstrate flexibility in order to accommodate special circumstances</p> <p>Needs are rarely responded to, or the response is incomplete</p>	<p>Occasionally accepts changes in job duties or suggestions</p> <p>Occasionally takes steps to implement needed changes</p> <p>Occasionally demonstrates flexibility in order to accommodate special circumstances</p> <p>Occasionally responds to needs in a timely manner and only on occasion provides complete support</p>	<p>Readily accepts changes in job duties and accepts suggestions</p> <p>Readily takes steps to implement needed changes</p> <p>Demonstrates flexibility in order to accommodate special circumstances</p> <p>Responds to needs in a timely manner and provides complete support</p>	<p>Consistently works independently and is self-reliant</p> <p>Consistently responds positively to the demands of work when confronted with change, adversity and other challenges</p> <p>Demonstrates flexibility in order to accommodate special circumstances and assumes additional duties when needed</p> <p>Knowledgeable about the demands of the position, can anticipate needs and provides needed support before it is requested</p>

Comments and examples:

**ATTENDANCE**

<b>Ineffective</b>	<b>Developing</b>	<b>Effective</b>	<b>Highly Effective</b>
<p>Absences frequently interfere with job performance</p> <p>Tardiness frequently interfere with job performance</p> <p>Absent without proper notification.</p> <p>Tardy without proper notification.</p> <p>Reporting procedure not followed</p>	<p>Absences occasionally interfere with job performance</p> <p>Tardiness occasionally interfere with job performance</p> <p>Occasionally absent without proper notification</p> <p>Occasionally tardy without proper notification.</p> <p>Inconsistently complies with the agency's attendance guidelines</p> <p>Develops a pattern of use with sick leave and/or unpaid personal leave</p>	<p>Works within the agency's attendance guidelines</p> <p>Proper notification of absence is given</p> <p>Proper notification of tardiness is given</p> <p>Appropriately uses leave, adhering to BOCES leave policy and contract</p>	<p>Always works within the agency's attendance guidelines</p> <p>Is fully present and adheres to the BOCES attendance expectations and needs of the department</p> <p>Leave reporting procedures are followed</p>

Comments and examples:

**WORK PERFORMANCE**

<b>Ineffective</b>	<b>Developing</b>	<b>Effective</b>	<b>Highly Effective</b>
<p>Performance does not exhibit an understanding of assigned work and its impact on others</p> <p>Considerable assistance is needed to accomplish work assignments</p> <p>Fails to produce adequate work</p> <p>Does not possess a base understanding of the practical /technical knowledge required</p>	<p>Occasionally demonstrates understanding of assigned work and its impact on others</p> <p>Occasionally needs direction to execute assigned work</p> <p>Produces adequate volume of work in a specified amount of time</p> <p>Possesses a base understanding of the practical /technical knowledge required</p>	<p>Exhibits clear understanding of assigned work and its impact on others</p> <p>Regularly executes work assignments</p> <p>Produces a significant volume of work</p> <p>When new procedures or processes are introduced, learns them and begins efficient application</p> <p>Possesses an understanding of the practical /technical knowledge required</p>	<p>Demonstrates deep understanding of assigned work and its impact on others</p> <p>Work assignments are always completed on time and to very high standards</p> <p>Seeks out and completes tasks without direction, while producing a significant volume of work</p> <p>Serves as a reliable resource to others regarding work processes and procedures</p> <p>Strives to improve processes, procedures, and routines</p> <p>Possesses a deep understanding of the practical /technical knowledge required</p>

Comments and examples:

**ACCOMPLISHMENTS**  
**ANNUAL S.M.A.R.T. GOAL**  
Specific, Measureable, Achievable, Relevant, Time-bound

Accomplishment(s):

Goal(s):