

Cache County School District

EMPLOYEE EVALUATION FORM: Part-time/temporary staff

Name: _____ Location: _____ Job Assignment: _____

Every employee deserves feedback on their performance. This form may be completed at any time during the school year. It is recommended that for most employees, this form is completed after October 15 and before March 15 of each school year. This form is an informal evaluation. This form may be completed at the request of the supervisor, or as otherwise deemed necessary. Questions regarding the form/evaluation should be directed to the Human Resources Department. 11/23

Job Performance Evaluation:

Criteria	Strong	Satisfactory	Improvement Needed	Comments
Communication Skills- Communicates clearly and effectively in oral and written forms.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Human Relations- Works effectively with a variety of people	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Judgment- Shows good judgment and makes responsible decisions.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Planning & Organization- Organizes work effectively and completes work on schedule.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Quality of Work- Completes work in a useful, accurate and precise manner.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Attendance & Punctuality- Reports to work and meetings regularly and punctually. Completes job duties in a timely manner.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Professionalism- Responds to work situations in a positive and productive manner.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	

Growth/Learning Plan (Optional)

The Growth/Learning Plan is completed together as part of the Evaluator and Employee Meeting.

Goals
Plan

Comments:

Supervisor's signature: _____ Date: _____

Employee's signature: _____ Date: _____

NOTE: Employee's signature does not indicate agreement with this informal evaluation. Employee's signature denotes receipt of a copy of the form. Part-time (temporary) employees with Cache County School District are considered "at will". Meaning either the employees or Cache County School District may end the employment relationship at any time, for any reason, or for no reason. There is no expectation of continued or guaranteed employment for part-time employees.

