

# PERFORMANCE EVALUATION FORM

## MSAD #49 – BUSINESS OFFICE STAFF

Employee Name			Job Title/Department		
Supervisor			Appraisal Period		
			Date of Appraisal		

### I. VALUED BEHAVIORS

#### *SERVICE EXCELLENCE*

Serve internal and external customers accurately, competently, efficiently, and in a timely manner. Anticipate needs.

Does Not Meet      Partially Meets      Successfully Meets      Surpasses      Far Exceeds

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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#### *COLLABORATION*

Value the diverse backgrounds and perspectives of others. Seek and value the contribution of others and use their input to guide actions and decisions.

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#### *QUALITY OF WORK AND ADAPTABILITY*

Performs job accurately, thoroughly and effectively. Adjust own behavior to work efficiently and effectively in light of new information, changing situations, and/or different environments.

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#### *INTERPERSONAL SKILLS*

Build and maintain productive work relationships, collaborate with others to achieve common goals, listen and communicate in a way that respects and supports others.

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#### *PUNCTUALITY AND ATTENDANCE*

Consider such factors as timeliness vs. tardiness or excused vs. unexcused absences.

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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#### *PROFESSIONAL CONDUCT*

Uphold MSAD 49 policies and procedures. Be respectful and truthful. Demonstrate discretion when dealing with confidential information. Project a positive and professional image.

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### II. PROFESSIONAL DEVELOPMENT: Recommended professional development for the next appraisal period.

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### III. OVERALL PERFORMANCE LEVEL

**Far Exceeds Expectations:** Outstanding performance that always exceeds expectations, demonstrated for an extended period of time.

**Surpasses Expectations:** Very strong performance that exceeds expectations in most situations, and meets expectations in all others.

**Successfully Meets Expectations:** Consistently strong performance, always meets expectations, occasionally exceeds expectations.

☐ **Partially Meets Expectations:** Indicates good but inconsistent performance, meeting some, but not all job requirements or expectations.

☐ **Does Not Meet Expectations:** Major gaps in performance requiring immediate and substantial improvements.

IV. **SUPERVISOR COMMENTS:** Use this section to summarize the employee's overall performance, strengths and weaknesses and to make recommendations going forward.

V. **EMPLOYEE COMMENTS:** This section may be used to comment on your evaluation.

Employee:

Date

Supervisor:

Date