



Holmes County Consolidated School District
Performance Evaluation (Non-certified)

Name _____ Position/Title _____

Evaluation Type: Self-Evaluation Fall Spring

Location/Department _____ Supervisor or Principal _____

Note: This review should be conducted on the basis of the requirements set forth in the description established for the position held by the employee. Consider each characteristic separately and write in the rating (0-4) that best describes the employee's performance.

NEVER 0	SELDOM 1	OCCASIONALLY 2	OFTEN 3	ALWAYS 4
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FACTORS	RATING
WORK OUTPUT AND ORGANIZATION Accomplished assigned work of a specified quality with a specified time in logical steps.	
TECHNICAL COMPETENCE Applies technical skills and knowledge in the performance of assigned work.	
CONSERVATION OF RESOURCES Preserves or extends the efficient use of resources such as electricity, water, materials, and tools in accomplishing work.	
PERSERVERANCE Follows through with assigned tasks to completion.	
INITIATIVE Proceeds with work with minimal instruction or guidance.	
SAFETY Performs work in such a way that danger to self, to fellow workers and to school equipment and property is minimized.	
DECISION MAKING Selects a definite appropriate course of action from available alternatives.	
PROCEDURAL COMPETENCE Applies knowledge of school policies, procedures and contractual obligations in accomplishing assigned work.	
HUMAN RELATIONS Develops and maintains positive, interpersonal relationships with others in accomplishing assigned work.	
PUBLIC RELATIONS Projects a positive public image.	
COMMUNICATIONS Transfers thoughts, ideas, and/or instructions to others by speech or in writing.	
LEADERSHIP Motivates others to accomplish work.	
PUNCTUALITY Practice of being prompt for prescribed schedule of working hours.	

Evaluator comments: _____

Signature of Supervisor _____ Date _____

Signature of Employee _____ Date _____

EMPLOYEE: By signing this evaluation of my performance, I certify that I have seen and understood it, but may not necessarily agree with the evaluation. I understand that I may submit an appeal of this rating in writing to my supervisor or principal within three (3) working days of the above date.