

**INSTRUCTIONS
FOR COMPLETING
EVALUATION CRITERIA FOR SUPPORT PERSONNEL**

1. This instrument shall be used by principals for the evaluation of support personnel.
2. If an improvement or an unsatisfactory rating is given, the evaluator shall make comments and suggestions for improvement.
3. If an item on the evaluation criteria is not evaluated, the evaluator should indicate "not evaluated" in comments.
4. The principal will give a copy of this instrument to each support person at the beginning of each year.
5. All support personnel will be evaluated annually by the principal.
6. Nontenured support personnel should be evaluated a minimum of once each semester. The first evaluation should normally occur after October 1. Under normal circumstances a reasonable period of time shall elapse between each evaluation to allow for improvement.
7. Tenured support personnel shall be evaluated a minimum of once each school year. The first evaluation should normally occur after October 1.
8. Additional evaluations for tenured and nontenured support personnel may occur if the principal deems it necessary.
9. A conference with the support person shall be held within five (5) days after the evaluation.

GADSDEN CITY SCHOOL SYSTEM EVALUATION CRITERIA FOR SUPPORT STAFF GADSDEN, ALABAMA

NAME	SCHOOL	DATE	JOB
(Please circle one per item)	The legend for evaluation will be S for satisfactory, N for needs improvement, U for unsatisfactory		EVALUATOR COMMENTS (Use back if necessary)
S N U	1. PUNCTUALITY a. Observes work time schedules		
S N U	2. PERFORMANCE a. Follows through in completing assignments		
S N U	3. RESPONSIBILITY AND DEPENDABILITY a. Does work in absence of supervision b. Has good attendance record c. Refrains from disclosing information of a confidential nature		
S N U	4. QUALITY OF WORK a. Is neat and accurate		
S N U	5. JOB KNOWLEDGE a. Knows how to do what is expected		
S N U	6. INITIATIVE a. Initiates work activity		
S N U S N U S N U	7. ADAPTIVENESS a. Learns and remembers job related tasks b. Exercises good judgment in solving work problems c. Is willing to change with job requirements		
S N U S N U S N U S N U	8. JOB ATTITUDE AND RELATIONSHIPS a. Shows a willingness to do assigned work b. Works well with/for others c. Follows proper procedures to resolve problems d. Accepts constructive criticism		
S N U S N U	9. GROWTH IN JOB COMPETENCIES a. Continues to grow in job b. Participates in related or additional training		

Evaluator _____

Title _____ Employee _____

Date _____ Date _____

Support Staff Comments: _____
