

**NASSAU COUNTY SCHOOL BOARD
NON-INSTRUCTIONAL PERFORMANCE EVALUATION**

SCHOOL YEAR _____

DATE _____

Employee Name	Employee ID #	Job Title	School/Department
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Outstanding: Comments documenting outstanding performance required.

Satisfactory: Comments not required.

Needs Improvement: Comments specifying changes desired in job performance required.

Unsatisfactory: Comments documenting performance deficiencies required.

Instructions: Enter a (X) in the box which best reflects the performance of the employee for each job performance description.

Use COMMENTS space to describe employee's strengths and weaknesses.

	Unsatisfactory	Needs Improvement	Satisfactory	Outstanding	
1. ATTENDANCE AND PUNCTUALITY a. Attends work regularly..... b. Provides timely notification of absences..... c. Arrives to work on time..... d. Begins assignments promptly..... e. Completes certificate of absence in timely manner.....					
2. QUALITY AND QUANTITY OF WORK a. Produces effective results..... b. Makes appropriate decisions..... c. Demonstrates efficient use of resources..... d. Maintains accurate, legible reports/records..... e. Submits reports/records in a timely manner..... f. Maintains clean and neat work area.....					
3. PROFESSIONALISM AND TEAMWORK a. Demonstrates a courteous manner..... b. Works cooperatively..... c. Demonstrates flexibility..... d. Accepts constructive criticism (job performance)..... e. Maintains appropriate appearance.....					
4. COMPLIANCE WITH POLICIES AND PROCEDURES a. Follows local, state and federal policies and procedures... b. Complies with safety procedures..... c. Maintains confidentiality.....					
5. JOB SKILLS AND KNOWLEDGE a. Demonstrates knowledge and skills for current assignment.. b. Operates required equipment properly..... c. Follows directions..... d. Participates in professional development..... e. Uses effective oral/written communication.....					
6. INITIATIVE a. Works efficiently with minimum supervision..... b. Organizes time and work..... c. Uses time effectively..... d. Accepts assigned tasks willingly..... e. Improves service to students/school(s)..... f. Shows enthusiasm and positive attitude.....					

Supervisor's comments:

Employee's comments: Attach additional sheet if needed.

Recommend Another Evaluation in _____ Months

Supervisor's Signature _____

Date _____

Employee's Signature _____

Date _____

NONINSTRUCTIONAL PERFORMANCE EVALUATION GUIDELINES

Each Job Performance Description must be addressed and assigned a rating of either Outstanding, Satisfactory, Needs Improvement, or Unsatisfactory.

Rating Descriptions

Outstanding

Indicates exceptional performance that consistently exceeds the requirements of the position and the level of performance commensurate with the experience of the employee. If this rating is used, there must be written support with specific comments and examples.

Satisfactory

Indicates performance that consistently meets the requirements of the position and the level of performance expected commensurate with the experience of the employee.

Needs Improvement

Indicates performance that requires additional attention to ensure an acceptable level of proficiency. Further, this performance is not characteristic of the requirements for the position nor the experience of the employee. If this rating is used, there must be written support regarding how the performance is to be improved.

Unsatisfactory

Indicates performance that does not meet the minimum requirements of the position and the level of performance expected commensurate with the experience of the employee. If this rating is used, there must be written support regarding how the performance is to be improved.

Needs Improvement or Unsatisfactory Ratings

Concerns or unsatisfactory performance that may result in a “Needs Improvement” or “Unsatisfactory” rating must be documented on the Notification of Less Than Satisfactory Performance form, prior to the assignment of such ratings. Notification should be given to the employee in sufficient time to allow for improvement of the noted concern(s). This requirement does not apply to misconduct or safety concerns.

Misconduct or breach of rules should be subject to discipline and not subject to the “time-to-improve” standard. However, such misconduct can still be noted as part of the Performance Evaluation process. See NESPA Contract, Article VII - Discipline of Employee and Administrative Rule 3.19.

Value of Ratings

In the event of a Reduction In Force and a need to implement the contractual language relating to merit and ability as demonstrated by performance evaluations arises, the following ratings will be assigned to facilitate assigning a total numeric score to the entire evaluation:

Outstanding – 2; Satisfactory – 2; Needs Improvement – 1 and Unsatisfactory – 0.

See NESPA Contract, Article V – Vacancies, Transfers & Reduction in Personnel, F. c. 1.

Copies

The original should be sent to the Personnel Department, and the administrator should maintain a copy at the work site and provide the employee with a copy.