

Performance Evaluation Sheet
 Bay City Public Schools Instructional Technology Department
 Technical Support Team

Name: _____
 Position: _____
 Years of Service: _____
 Date: _____

Professionally
Competent Requires
Improvement Unacceptable
Performance

Personal and Professional Qualities:

1. Has ability to make decisions and carry them out.
2. Maintains enthusiasm.
3. Shows good judgment.
4. May be relied upon to complete a job.
5. Has leadership qualities.
6. Expresses self clearly.
7. Punctuality.
8. Interest in area.
9. Maintains an open communication with staff.
10. Other _____

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Work/Job Performance:

1. Plans work in advance.
2. Attempts to have needed materials ready and available.
3. Follows work assignment schedule.
4. Has ability to initiate constructive ideas.
5. Quality of work.
6. Quantity of work.
7. Adaptable to change/new assignments.
8. Is cooperative.
9. Follow through of work assignments.
10. Technical knowledge.
11. Other _____

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Additional Comments:

I would recommend that this employee:

- _____ be continued in present assignment.
 _____ be considered for termination unless areas for improvement are corrected.
 _____ be considered for termination.

This is a composite evaluation based on conferences with supervisor, general observations, and conferences with building administrators.

Signature of Employee: _____
 Signature of Evaluator: _____
 Signature of Human Resources Director: _____