

DANVILLE SCHOOL DISTRICT 118
Danville, Illinois

EVALUATION OF NONCERTIFICATED PERSONNEL

Name of Employee: _____ Building: Elementary School
Job Assignment: _____ Years on Present Job: _____ Years in District: _____

1 = Satisfactory
2 = Improvement Needed

- I. PERFORMANCE OF JOB TASKS: EFFICIENT, ACCURATE, THOROUGH -----
Comment:

- II. RELATIONSHIP WITH OTHER STAFF MEMBERS: COOPERATIVE, COURTEOUS -----
Comment:

- III. ATTENDANCE AND PUNCTUALITY: RARELY ABSENT, SELDOM LATE -----
Comment:

- IV. INITIATIVE: SELF STARTER, SEEKS ADDITIONAL TASKS -----
Comment:

- V. DEPENDABILITY: ACCEPTS RESPONSIBILITIES -----
Comment:

- VI. CONFIDENTIALLY: LOYAL, HONEST, TRUSTWORTHY -----
Comment:

- VII. APPEARANCE: NEAT, WELL GROOMED, APPROPRIATELY DRESSED -----
Comment:

- VIII. ATTITUDE: POSITIVE, ENTHUSIASTIC, FRIENDLY, TACTFUL -----
Comment:

OVERALL PERFORMANCE EVALUATION:

_____ Satisfactory _____ Improvement Needed _____ Not Satisfactory

USE SPACE BELOW FOR AREAS NEEDING IMPROVEMENT.

USE SPACE BELOW FOR OUTSTANDING AREAS OR COMMENDABLE PERFORMANCE.

The employee and supervisor have discussed this evaluation report and the employee has received a copy.

DATE _____ * Supervisor's Signature _____
DATE _____ * Employee's Signature _____

* Signatures are required but do not necessarily indicate agreement.

WHITE – Employee

CANARY – Supervisor

PINK - Personnel