

**SCHOOL DISTRICT OF UNIVERSITY CITY**  
**University City, Missouri**

**EVALUATION OF EDUCATIONAL SUPPORT STAFF, FOOD SERVICE AND  
CUSTODIAL/MAINTENANCE EMPLOYEES**

Name \_\_\_\_\_ Job Title: \_\_\_\_\_

School/Building: \_\_\_\_\_ Department: \_\_\_\_\_

Period Covered: From \_\_\_\_\_ To \_\_\_\_\_

Evaluator Instructions: Select a number on the rating scale which represents your assessment of the employee for each characteristic listed. Provide a narrative explanation of your assessment for each characteristic when applicable.

Excellent: Performance consistently exceeds expectations. Employee demonstrates measurable contributions significantly above what is expected in this position.

Satisfactory: Performance consistently meets expectations for this job. Knows and performs the job well. May occasionally exceed expectations in some areas.

Needs Improvement: Performance partially meets expectations for this position. Improvement in this area is necessary for the employee to fully meet expectations. Performance does not indicate mastery of major functions performed.

Unsatisfactory: Performance is consistently below expectations and is unacceptable. This rating indicates that the employee has been or will be placed on notice for "performance improvement" and must improve performance in this area.

Not Applicable: Factor does not apply to this position.



5. **INITIATIVE/MOTIVATION** NA 1 2 3 4  
Takes action when necessary, originates actions, i.e., self starter.

**COMMENTS:**

6. **COOPERATION/RELATIONSHIPS** NA 1 2 3 4  
Relates effectively with co-workers, supervisors, others, etc., in a constructive and productive manner. Offers and receives constructive criticism in a positive fashion.

**COMMENTS:**

7. **LEADERSHIP** NA 1 2 3 4  
Monitors processes, tasks, and/or the activities of others.

**COMMENTS:**

8. **COMMUNICATION** NA 1 2 3 4  
Effectively expresses him/herself in individual or group situations. Expresses ideas in a professional, clear, and concise manner.

**COMMENTS:**

9. **RESPONSIBILITY/ACCOUNTABILITY** NA 1 2 3 4  
Takes responsibility for one's own actions, decisions, and conduct.

**COMMENTS:**

**OVERALL EVALUATION RATING** 1 2 3 4

**COMMENTS: (to be used if appropriate and/or applicable)**

1. Accomplishments/contributions to the educational program:

2. Enrichment activities/actions to further develop employee capabilities and/or prepare for greater responsibility.

3. Activities/actions to correct/improve performance.

**EMPLOYEE'S COMMENTS**

Recommendation for Reemployment: Yes \_\_\_\_\_ No \_\_\_\_\_

Reasons:

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Evaluator's Signature

\_\_\_\_\_  
Date

(In signing this form, the employee acknowledges only that this evaluation has been reviewed by the employee. The signature does not imply that the employee concurs with this evaluation in whole or in part.)