

**DIOCESE OF DAVENPORT  
BOARD OF EDUCATION**

**SERIES 400: STAFF PERSONNEL**

**FORM 440.3A**

**EMPLOYEE EVALUATION FORM: SUPPORT STAFF**

\_\_\_\_\_ Anniversary Date \_\_\_\_\_ Six Month \_\_\_\_\_ Other

Name: \_\_\_\_\_ Date Due: \_\_\_\_\_

Department: \_\_\_\_\_ Job Title: \_\_\_\_\_

*Check the appropriate square which most nearly describes this employee's performance*

QUALITY OF WORK: Consider neatness, accuracy and degree of excellence						
Unsatisfactory, careless		Borderline		Satisfactory	Above Average	Outstanding
QUANTITY OF WORK: Consider the amount of work produced						
Unsatisfactory		Below Average, just enough to get by		Average	Above Average	Outstanding, Eager to do more than
ATTENDANCE: Consider absenteeism and tardiness						
Frequently absent		Frequently late		Satisfactory	Above Average	Never late or absent
ATTITUDE: Consider ability to get along with others; willingness to cooperate with supervisors and conform to rules of work						
Unwilling to cooperate, troublesome or indifferent		Sometimes difficult to work with; occasionally indifferent		Normal, usually tactful, works well with others	Congenial and cooperative	Always willing, highly cooperative
KNOWLEDGE OF WORK: Consider how well the employee is equipped with the knowledge essential to the performance of his/her work						
Insufficient for position		Lacks knowledge of some phases of work		Adequate for position	Understand all phases of position	Comprehensive knowledge of all phases of position
DEPENDABILITY: Consider the extent to which the employee can be counted on to do assigned tasks and degree of supervision required						
Unreliable, needs constant supervision		Sometimes requires prompting		Usually completes tasks with reasonable promptness	Very dependable, needs little supervision	Thoroughly dependable and trustworthy
INITIATIVE: Consider willingness to assume responsibility						
Puts forth no effort, always waits to be told		Puts forth little effort, needs prodding		Average, does assigned work well	Hard worker, willing to do more than assigned	Exceptionally diligent, never waits to be told
PERSONAL APPEARANCE: Consider cleanliness, neatness, general grooming and appropriateness of attire						
Always untidy, improper dress		Sometimes untidy and careless		Generally neat and clean	Well groomed	Very neat, extremely well groomed
ADAPTABILITY: Consider ability to adjust to changing situations and work assignments and ease with which learns new duties						

Regulation Adopted: March 15, 1989  
 Regulation Revised: June 5, 2002  
 Regulation Reviewed: May 17, 2010  
 Regulation Reviewed: December 2015  
 Regulation Revised: September 10, 2019  
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Cannot adjust to changing conditions		Has difficulty, requires details and repeated instructions		Satisfactory, minimum instructions on most new duties		Very adaptable, quick to learn and understand		Exceptionally keen in adapting to new jobs and changing situations
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**RATE ONLY PERSONS WITH SUPERVISORY RESPONSIBILITY:**

**LEADERSHIP: Consider effectiveness in getting**

Sometimes fails to exercise effective direction and guidance		Generally wins confidence and loyal support		Often fails to motivate people		Leads people well, wins and holds enthusiasm		Provides leadership, motivation and direction under most conditions
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**OVERALL RATING:**

**AT HIS/HER LEVEL THIS EMPLOYEE IS RATED**

Outstanding		Above Average		Average		Marginal		Unsatisfactory
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**IF SALARY IS BEING CONSIDERED, COMPLETE THE FOLLOWING:**

Recommended for		Salary Increase		No Increase		Re-evaluation	
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IF PLACED ON PROBATION OR RECOMMENDED FOR RE-EVALUATION:

Date to be reviewed again: \_\_\_\_\_

Additional Remarks by Evaluator:

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Date: \_\_\_\_\_ Signature: \_\_\_\_\_

Employee Remarks:  Concur with Rating  Do not Concur

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