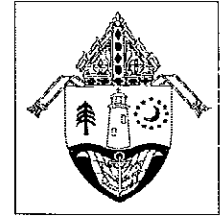


# Catholic Diocese of Biloxi

## DEPARTMENT OF EDUCATION

*Biloxi, Mississippi*

# Support Staff Professional Growth Report



Name \_\_\_\_\_ Date \_\_\_\_\_

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

<u>RATING SCALE</u>		
(C) Commendable	(A) Acceptable	(I) Improvement Recommended

### RELATIONSHIP WITH PEOPLE

#### I. Employee-Supervisor

- \_\_\_\_\_ 1. Respects rules and regulations of school and supervisor
- \_\_\_\_\_ 2. Follows instructions agreeably
- \_\_\_\_\_ 3. Recognizes confidential nature of problems in school
- \_\_\_\_\_ 4. Recognizes the responsibilities of supervisor and offers to assist
- \_\_\_\_\_ 5. Uses proper channels for complaints
- \_\_\_\_\_ 6. Shows proper respect to supervisor
- \_\_\_\_\_ 7. Accepts constructive criticism and profits by it

#### II. Employee-Other Employees

- \_\_\_\_\_ 1. Seeks and develops cordial relations with other employees
- \_\_\_\_\_ 2. Keeps harmony with tact, tolerance, and loyalty toward others
- \_\_\_\_\_ 3. Is willing to help or give advice when asked, without forcing ideas or opinions on others
- \_\_\_\_\_ 4. Refrains from gossip, criticism, or backbiting

#### III. Employee-Pupils

- \_\_\_\_\_ 1. Is friendly without being familiar
- \_\_\_\_\_ 2. Maintains control through tact rather than force
- \_\_\_\_\_ 3. Demonstrates a fondness for and an interest in children
- \_\_\_\_\_ 4. Sympathetic, calm, and tactful in dealing with pupils

#### IV. Employee-Public

- \_\_\_\_\_ 1. Is considerate, tactful, and friendly to people who visit school
- \_\_\_\_\_ 2. Displays loyalty to school, parish, diocese, and those employed by these organizations
- \_\_\_\_\_ 3. Is able to talk intelligently about the school and his/her job

### QUALITY OF WORK

- \_\_\_\_\_ 1. Is able to adapt him/her self to different kinds of work and conditions
- \_\_\_\_\_ 2. Strives to improve methods and quality of work
- \_\_\_\_\_ 3. Develops a systematic work routine
- \_\_\_\_\_ 4. Is willing to extend him/her self in emergencies
- \_\_\_\_\_ 5. Coordinates work with others to get jobs done quickly and efficiently
- \_\_\_\_\_ 6. Does his/her share of the work load

## **DEPENDABILITY**

- \_\_\_ 1. Reports to work on time and is prompt in carrying our assignments
- \_\_\_ 2. Is not absent from work unnecessarily
- \_\_\_ 3. Handles minor problems without bothering the supervisor
- \_\_\_ 4. Is able to do what is expected with minimum of supervision
- \_\_\_ 5. Copes with emergencies without confusion
- \_\_\_ 6. Has an understanding of all utility units and building accessories related to the job
- \_\_\_ 7. Accepts constructive criticism and profits by it

## **QUALITY AND QUANTITY OF WORK**

- \_\_\_ 1. Takes pride in appearance of work area and displays a sense of neatness
- \_\_\_ 2. Works accurately
- \_\_\_ 3. Keeps work up to schedule
- \_\_\_ 4. Can be depended upon for high quality work
- \_\_\_ 5. Uses time effectively

## **WORK HABITS**

- \_\_\_ 1. Is regular in attendance
- \_\_\_ 2. Is punctual
- \_\_\_ 3. Gives adequate notice when absent from work
- \_\_\_ 4. Is a willing worker
- \_\_\_ 5. Adapts easily to work assignments
- \_\_\_ 6. Is receptive to new ideas and work methods
- \_\_\_ 7. Is personable in manner
- \_\_\_ 8. Can be relied upon to handle other than regular tasks when asked
- \_\_\_ 9. Demonstrates interest in work
- \_\_\_ 10. Shows competency in planning and organizing work
- \_\_\_ 11. Is willing to accept responsibility
- \_\_\_ 12. Suggests changes to improve work
- \_\_\_ 13. Demonstrates ability to deal with emergencies
- \_\_\_ 14. Demonstrates self-confidence
- \_\_\_ 15. Maintains the confidentiality of the position
- \_\_\_ 16. Demonstrates ability to use foresight and made decisions

## **TECHNICAL ABILITY**

- \_\_\_ 1. Possesses skills and knowledge for position
- \_\_\_ 2. Files accurately; materials are readily available
- \_\_\_ 3. Types with few errors; well-corrected and good speed
- \_\_\_ 4. Operates equipment required for the position
- \_\_\_ 5. Maintains discipline when necessary
- \_\_\_ 6. Prepares teaching aids as directed by the teacher
- \_\_\_ 7. Works to improve self
- \_\_\_ 8. Takes pride in work

## **HUMAN RELATIONS**

- \_\_\_ 1. Is tactful and considerate; friendly and helpful
- \_\_\_ 2. Receives constructive criticism well
- \_\_\_ 3. Shows resourcefulness in meeting new and unusual job situations
- \_\_\_ 4. Maintains good working relationships with other staff members

## **OTHER**

- \_\_\_ 1. Employee is appropriately dressed and groomed for the job
- \_\_\_ 2. Demonstrates loyalty to department/school/diocese