



INTERLAKE SCHOOL DIVISION Employee Performance Appraisal

Name:
Position:
Location:

Supervisor:
Appraisal Period:
Next Appraisal:

RATING SCALE

- 5 GOOD** –Consistently performs at a level above what might be expected of a fully competent person in this position.
- 4 SATISFACTORY** –Meets the requirements of this position in a competent manner.
- 3 IMPROVING** –Is making an effort to meet all the requirements of this position.
- 2 IMPROVEMENT NEEDED** –Does not meet all the requirements of this position.
- 1 UNSATISFACTORY**– Fails to meet the minimum requirements of this position.

RATING FACTORS	RATING 1 - 5
Comments are required for ratings of 1 or 2.	
QUALITY OF WORK –Indicates the timeliness and accuracy of the work and the general appearance and completeness of the finished product.	
QUANTITY OF WORK – Describes the individual’s demonstrated ability to handle the volume of work. It will indicate how the individual utilizes time and the speed and consistency of the work that is completed.	
JOB KNOWLEDGE – Describes the individual’s demonstrated knowledge of the duties involved in this position. It will indicate the individual’s awareness of divisional, school and departmental policies and procedures and of the equipment and machinery that may be required to be used in the position.	
ADAPTABILITY – Describes the individual’s demonstrated ability to generate new ideas, learn new methods quickly, and adjust to changes and changing conditions.	
WORK HABITS – Describes the individual’s ability to organize and coordinate daily activities. Demonstrates respect for division property.	
DEPENDABILITY – Demonstrates the ability to meet deadlines, reliability and responsibility in completing assignments. Indicates punctuality, attendance and adherence to division policies.	
ATTITUDE – Describes the interest in their work and indicates how the individual accepts direction and supervision.	
RELATIONSHIPS WITH PEOPLE – Describes the individual’s demonstrated ability to establish and maintain workable relationships with others as part of a team. In public contact positions, demonstrates a courteous, helpful and cooperative manner.	
COMMUNICATION – Demonstrates effective oral and written communication skills for the position.	
SUPERVISORY SKILL – This factor should only be rated for persons who direct the work of others. It should indicate the ability to motivate others, and obtain maximum production and cooperation from them.	

COMMENTS SPECIFIC TO THIS POSITION:

Supervisor's Signature _____ Date: _____

Employee's Comments:

I have read the foregoing and wish to make the following comments:

Employee's Signature: _____ Date: _____

Note: An employee will be given at least one day's advance notice of a meeting to review a performance appraisal. Following an in-person review of the performance appraisal, the employee will be provided with at least two working days in which to review the appraisal, acknowledge having read the contents of the appraisal, and add their own comments on performance appraisal. Upon signing the performance appraisal, the employee will receive a duplicate copy for their own records. Signature of the employee indicates that the employee has discussed the evaluation with their immediate supervisor.