

Lafayette Parish School System

Evaluation Form for Educational Support Personnel

Circle one of the following: Observation Self-observation Evaluation Self-evaluation

Employee Name: _____ Job Title: _____

School/Department: _____ Supervisor: _____

Exceeds Expectations	Meets Expectations	Needs Improvement	Unsatisfactory	N/A
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Performance Standards:

1) Personal appearance
(dress; tact; poise)

2) Attendance
(at work regularly; dependable)

3) Time management
(reports on time; completes tasks on time)

4) Accepts supervision
(cooperative; adaptable; team player)

5) Ability to perform job
(aptitude; job knowledge)

6) Job initiative
(takes pride in work; care of materials & equipment; housekeeping)

7) Job proficiency
(uses time wisely; proper planning; follows instructions)

8) Personal growth & satisfaction

9) Communication

10) Professional ethics
(maintains confidentiality; trustworthiness)

Evaluator's comments:

Recommendation:

_____ Continued employment _____ Assistance Plan _____ Suspend/Terminate

Supervisor's signature: _____ Date: _____

Employee's comments:

Employee's signature: _____ Date: _____
(Signature does not indicate agreement)

Original to be sent to HR Dept.

Make copies for Supervisor and Employee