

Issaquah School District
FACILITIES SERVICES
PERFORMANCE EVALUATION REPORT

Name:	Job Title:
Evaluator:	Building:
Date:	<input type="checkbox"/> Annual <input type="checkbox"/> Other

The purpose of this evaluation is to provide the employee feedback regarding his/her work performance as related to the duties, assigned tasks and responsibilities of the position. The following performance rates will be used to evaluate each section:

- Exceeds Expectations Performance is consistently above satisfactory.
Satisfactory Consistently meets the expectations of the position.
Unsatisfactory Consistently fails to meet the expectations of the position.

EVALUATION CRITERIA

RATING

All written comments are to be entered in the comment section on the reverse side. Any items marked Exceeds Expectations or Unsatisfactory must be accompanied with a comment.

	Exceeds Expectations	Satisfactory	Unsatisfactory
1. Quality of Work Effectively performs essential functions of job with accuracy and thoroughness utilizing the technical skills required			
2. Professionalism Follows District, department and building procedures, makes sound decisions, maintains confidentiality as appropriate			
3. Initiative/Self-Motivation Performs assigned tasks with minimal supervision, recognizes needs and acts appropriately without direction, demonstrates appropriate use of time			
4. Problem-Solving Effectively and independently addresses and prioritizes routine issues, demonstrates ability to deal with non-routine and emergency situations in a reasonable manner			
5. Dependability Consistently performs/completes assigned tasks with minimal supervision			
6. Adaptability Demonstrates the ability to change and cooperate in varying capacities, adjusts quickly and appropriately			
7. Human Relations Demonstrates a cooperative and positive attitude in working with co-workers, students, staff, and the public			
8. Safety Demonstrates attention and compliance to safety standards for self, others and District			
9. Work Environment Keeps assigned area/s neat and organized, maintains equipment properly			

Lead Position Criteria (if applicable)

RATING

	Exceeds Expectations	Satisfactory	Unsatisfactory
Organization/Planning Develops, organizes and evaluates plans, priorities and work assignments efficiently and effectively			
Leadership Skills Demonstrates the ability to lead/mentor, asserts authority appropriately, effectively and regularly communicates with team members, advocates for the team			
Climate Fosters a positive and collaborative working environment			

Evaluator Comments:

Employee Comments:

Evaluator's Signature

Date

Employee's Signature*

Date

*Note: Signature indicates that the employee has read and discussed this evaluation with the evaluator; however, it does not necessarily constitute agreement with the contents of the evaluation. Employee will have five business days from the date of the evaluation to provide his/her written comments.