North Kitsap School District

**EVALUATION**

___ Annual 
Name____________________

___ Special 
Classification_________________

___ Probationary Status; New Employee 
Period from______to___________

Rate on a scale of 1-10 with 10 being above and beyond expectations. Rates of 3 and below require a note. Notes are optional for higher scores.

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**Quantity of Work**
Consider the quantity of work turned out and the promptness with which it is completed.

1------2------3------4------5------6------7------8------9------10

notes:____________________________________________________________________________________________

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**Quality of Work**
Consider the ability to produce work that meets company standards, neatness.

1------2------3------4------5------6------7------8------9------10

notes:____________________________________________________________________________________________

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**Knowledge of Job**
Consider basic knowledge of present job and of the equipment necessary to do it.

1------2------3------4------5------6------7------8------9------10

notes:____________________________________________________________________________________________

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**Initiative**
Consider amount of supervision required.

1------2------3------4------5------6------7------8------9------10

notes:____________________________________________________________________________________________

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**Working Relations**
Consider willingness to work with others, accept constructive criticism and attitude.

1------2------3------4------5------6------7------8------9------10

notes:____________________________________________________________________________________________

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**Attendance**

- Consider punctuality.
1------2------3------4------5------6------7------8------9------10

- Consider attendance.
1------2------3------4------5------6------7------8------9------10

- Courtesy (advance notice; leaving work early without giving advance notice)
1------2------3------4------5------6------7------8------9------10

notes:____________________________________________________________________________________________

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**Safety**
Consider knowledge of and adherence to safety policies and procedures.

1------2------3------4------5------6------7------8------9------10

notes:____________________________________________________________________________________________
### Professionalism

**Courtesy to students and staff members. (example: noise levels)**

1------2-------3------4------5------6------7------8------9------10

**Notes:**

### Time Management

**Consider planning for job with proper tools and parts. (Wasted time)**

1------2-------3------4------5------6------7------8------9------10

**Notes:**

### Care of Equipment

**Consider proper use and maintenance of equipment.**

1------2-------3------4------5------6------7------8------9------10

**Notes:**

### Comments or suggestions by supervisor

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

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### Overall Evaluation

<table>
<thead>
<tr>
<th>Outstanding</th>
<th>Satisfactory</th>
<th>Unsatisfactory</th>
</tr>
</thead>
<tbody>
<tr>
<td>Consistently Exceeds Expectations</td>
<td>Meets Criteria</td>
<td>Needs Improvement</td>
</tr>
<tr>
<td></td>
<td>Needs Improvement</td>
<td>Does not Meet Criteria</td>
</tr>
</tbody>
</table>

[ ] [ ]

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**Date**

**Signature of person making work appraisal**

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**Comments by employee**

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

I certify that this report has been discussed with me and I have received a copy. I understand my signature does not, necessarily, indicate agreement.

**Date**

**Employee Signature**