

**Consolidated School District of New Britain**  
**Performance Evaluation**  
**Non-Certified Supervisory Staff**

Employee Name: \_\_\_\_\_ Rating period from \_\_\_\_\_ to \_\_\_\_\_

Position: \_\_\_\_\_ Location: \_\_\_\_\_

Rating type:    Bi-annual         Probationary         Follow-up         Administrative concern

Note: All non-certified supervisory staff evaluations are due in odd years.

Evaluator: \_\_\_\_\_ Co-evaluator: \_\_\_\_\_

<b>A. Performance of duties and productivity</b>	Exceeds Expectations	Meets Expectations	Needs Improvement	Unsatisfactory
A1. Knowledge of work				
A2. Accuracy of work				
A3. Quality of work				
A4. Organization of work				
A5. Efficient use of time and setting of priorities				
A6. Ability to meet deadlines				
A7. Adherence to work rules, policies and procedures				

<b>B. Attitude and initiative</b>	Exceeds Expectations	Meets Expectations	Needs Improvement	Unsatisfactory
B1. Completes work independently				
B2. Performs assigned work in a willing manner				
B3. Takes initiative in performing work				
B4. Is cooperative and pleasant				
B5. Willingly accepts additional work when necessary				
B6. Is flexible regarding unexpected situations or changes in priority				
B7. Communicates effectively				

<b>C. Supervisory employees</b>	Exceeds Expectations	Meets Expectations	Needs Improvement	Unsatisfactory
C1. Plans and assigns work effectively and equitably				
C2. Assures timely and accurate completion of work assignments				
C3. Exhibits good leadership and judgment				
C4. Addresses problems and takes corrective actions when necessary				
C5. Ensures school district policies, procedures and work rules are followed				

**Overall Evaluation:** Based on the appraisal you have made on the previous factors, complete the following overall assessment of the employee's job performance.

- Exceeds Expectations                      “Exceeds Expectations” rating on most elements; no rating below “Meets Expectations”
- Meets Expectations                              “Meets Expectations” rating on most elements; no rating below “Meets Expectations”
- Needs Improvement                              One or more “Needs Improvement” rating; no “Unsatisfactory” rating.
- Unsatisfactory                                      One or more elements rated “Unsatisfactory”

If a probationary employee, do you recommend that the employee's employment be continued?  
(If no, please contact the Talent Development Office immediately.)

- Yes             No             N/A - Not a probationary employee

**Evaluator(s) comments:** (Strengths, limitations, areas on which to focus, goals for the following year, etc.)

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Signature of evaluator: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of co-evaluator: \_\_\_\_\_ Date: \_\_\_\_\_

**Reviewer comments:**

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Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Employee comments:**

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Signature: \_\_\_\_\_ Date: \_\_\_\_\_

To employee being evaluated: your signature confirms that you have seen this report and discussed it with your supervisor. It does not indicate your agreement with or acceptance of the evaluation.

**Return original to the Talent Development Office. Keep a copy of any evaluation containing an overall rating of “Needs Improvement” or “Unsatisfactory” in order to complete a follow-up evaluation.**