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EVALUATION FORM – NON-TEACHING PERSONNEL (EXCEPT BUS DRIVERS)

EMPLOYEE: _____

DATE: _____

WORKPLACE: _____

POSITION: _____

PURPOSE:

This evaluation is part of an orderly systematic method of appraising an employee's performance on the job in terms of the requirements of the job. This evaluation is based on an employee's:

- a) personal attributes
- b) knowledge
- c) job performance

This evaluation form is for the purpose of pointing out to the employee areas that need improvement and areas of competency.

PROCEDURE:

All new employees will be evaluated prior to the end of their probationary period and at least once more during their initial year.

Following the initial year, employees will be evaluated every second year.

Following a concern deemed serious by his/her supervisor, an employee shall be evaluated.

The evaluators shall circle the job value that corresponds to the most accurate description of the employee concerned.

Once the form has been completed, the results shall be discussed with the employee who then completes the section at the end of the form.

The evaluation report shall be completed by the employee's immediate supervisor and shall be signed by the supervisor and employee, with provision for comments by either party.

The evaluation report shall be forwarded to the Secretary-Treasurer for placement in the employee's file.

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PERSONAL ATTRIBUTES:

1. Professionalism:

1 2	3 4	5 6	0
Very pleasant, courteous and enthusiastic	Even temperament, work is completed.	Often unpleasant, unenthusiastic improvement needed.	Not applicable for this position.

2. Dependability:

1 2	3 4	5 6	0
Able to perform job duties with little or no supervision.	Sometimes requires supervision.	Requires close supervision to perform job duties.	Not applicable for this position.

3. Initiative:

1 2	3 4	5 6	0
Performs job duties without constant supervision.	Constant tasks as assigned.	Requires detailed instructions for all tasks.	Not applicable for this position.

4. Adaptability:

1 2	3 4	5 6	0
Able to adapt to changing conditions quickly.	Able to adapt to changing conditions after instruction.	Requires detailed explanation of changes.	Not applicable for this position.

KNOWLEDGE:

1. Job Knowledge:

1 2	3 4	5 6	0
Knows all aspects of job functions.	Requires occasional instruction to perform job functions.	Lacks knowledge of job functions, improvement needed.	Not applicable for this position.

2. Skill:

1 2	3 4	5 6	0
Able to perform tasks well.	Requires occasional assistance in performing tasks.	Unable to skilfully perform job tasks, improvement needed.	Not applicable for this position.

PERFORMANCE:

1. Accuracy:

1 2	3 4	5 6	0
Makes few or no mistakes.	Usually accurate, makes only minor errors.	Makes frequent errors, needs improvement	Not applicable for this position.

2. Quantity of Work:

1 2	3 4	5 6	0
Completes all job tasks.	Occasionally requires extra time to complete job tasks.	Does not complete job tasks in a reasonable length of time, needs improvement.	Not applicable for this position.

3. Quality of Work:

1 2	3 4	5 6	0
All job tasks performed thoroughly accurately.	Occasionally requires correction due to carelessness	Performs job tasks carelessly, often requiring correction, improvement needed	Not applicable for this position.

4. Responsibility:

1 2	3 4	5 6	0
Assumes responsibility for job tasks to be completed.	Occasionally neglects a job task.	Does not assume responsibility to perform job tasks without being prompted. Improvement needed.	Not applicable for this position.

5. Co-operativeness:

1 2	3 4	5 6	0
Works well with fellow employees, providing assistance if necessary.	Co-operates as necessary to perform job tasks.	Does not work well with others.	Not applicable for this position.

6. Work Area Cleanliness:

1 2	3 4	5 6	0
Conscientious about maintaining a clean, tidy work area.	Occasionally has an untidy work area.	Work area is untidy, unclean, improvement needed.	Not applicable for this position.

7. Attendance:

1 2	3 4	5 6	0
Very prompt, regular attendance	Occasionally late or away from work.	Often absent, without valid reason, frequently late for work. Needs improvement.	Not applicable for this position.

8. Inter-Personal Relationship:

1 2	3 4	5 6	0
Able to use proper channel of communication and to relate with fellow workers.	Relates with fellow employees satisfactorily.	Unable to work with other departments or units. Needs improvement.	Not applicable for this position.

9. Receptiveness to Supervision:

1 2	3 4	5 6	0
Able to comprehend and carry out instructions of supervisors	Occasionally requires prompting to understand nature of supervision.	Unable to receive instructions without resentment. Improvement needed.	Not applicable for this position.

Recommended area(s) of improvement: _____

Suggestions for Improvement: _____

Evaluator's Signature: _____ Date: _____

Employee to Fill Out This Section:

I agree with the preceding evaluation: _____

I do not agree with the preceding evaluation: _____

If you do not agree, explain why: _____

Employee's Signature: _____

Date: _____