

Name: _____

Date: _____

- 1. Exceeds Expectations
- 2. Meets Expectations
- 3. Needs Improvement
- 4. Unsatisfactory

NON-INSTRUCTIONAL EMPLOYEE EVALUATIONS FORM

I.	<u>Major Responsibility</u>		1	2	3	4
Sub	A.	_____				
	B.	_____				
	C.	_____				
	D.	_____				
	E.	_____				
	F.	_____				
	G.	_____				
	H.	_____				
	I.	_____				
		Weighted Average				

II.	<u>Major Responsibility</u>		1	2	3	4
Sub	A.	_____				
	B.	_____				
	C.	_____				
	D.	_____				
	E.	_____				
	F.	_____				
	G.	_____				
	H.	_____				
	I.	_____				
		Weighted Average				

III.	<u>Major Responsibility</u>		1	2	3	4
Sub	A.	_____				
	B.	_____				
	C.	_____				
	D.	_____				
	E.	_____				
	F.	_____				
	G.	_____				
	H.	_____				
	I.	_____				
		Weighted Average				

IV.	<u>Major Responsibility</u>	1	2	3	4
Sub	A. _____	_____			
	B. _____	_____			
	C. _____	_____			
	D. _____	_____			
	E. _____	_____			
	F. _____	_____			
	G. _____	_____			
	H. _____	_____			
	I. _____	_____			
	Weighted Average	_____			

V.	<u>Major Responsibility</u>	1	2	3	4
Sub	A. _____	_____			
	B. _____	_____			
	C. _____	_____			
	D. _____	_____			
	E. _____	_____			
	F. _____	_____			
	G. _____	_____			
	H. _____	_____			
	I. _____	_____			
	Weighted Average	_____			

VI.	<u>Major Responsibility</u>	1	2	3	4
Sub	A. _____	_____			
	B. _____	_____			
	C. _____	_____			
	D. _____	_____			
	E. _____	_____			
	F. _____	_____			
	G. _____	_____			
	H. _____	_____			
	I. _____	_____			
	Weighted Average	_____			

VII.	<u>Major Responsibility</u>	1	2	3	4
Sub	A. _____	_____			
	B. _____	_____			
	C. _____	_____			
	D. _____	_____			
	E. _____	_____			
	F. _____	_____			
	G. _____	_____			
	H. _____	_____			
	I. _____	_____			
	Weighted Average	_____			

VIII.	<u>Major Responsibility</u>	1	2	3	4
Sub	A. _____	_____			
	B. _____	_____			
	C. _____	_____			
	D. _____	_____			
	E. _____	_____			
	F. _____	_____			
	G. _____	_____			
	H. _____	_____			
	I. _____	_____			
	Weighted Average	_____			

IX.	<u>Major Responsibility</u>	1	2	3	4
Sub	A. _____	_____			
	B. _____	_____			
	C. _____	_____			
	D. _____	_____			
	E. _____	_____			
	F. _____	_____			
	G. _____	_____			
	H. _____	_____			
	I. _____	_____			
	Weighted Average	_____			

X.	<u>Major Responsibility</u>	1	2	3	4
Sub	A. _____	_____			
	B. _____	_____			
	C. _____	_____			
	Weighted Average	_____			

XI.	<u>Major Responsibility</u>	1	2	3	4
Sub	A. _____	_____			
	B. _____	_____			
	C. _____	_____			
	D. _____	_____			
	E. _____	_____			
	F. _____	_____			
	Weighted Average	_____			

XII.	<u>Major Responsibility</u>	1	2	3	4
Sub	A. _____	_____			
	B. _____	_____			
	C. _____	_____			
	D. _____	_____			
	E. _____	_____			
	F. _____	_____			
	G. _____	_____			
	H. _____	_____			
	I. _____	_____			
	Weighted Average	_____			

XIII.	<u>Major Responsibility</u>	1	2	3	4
	Sub A.	_____			
	B.	_____			
	C.	_____			
	D.	_____			
	E.	_____			
	Weighted Average	_____			
XIV.	<u>Major Responsibility</u>	1	2	3	4
	Sub A.	_____			
	B.	_____			
	C.	_____			
	D.	_____			
	Weighted Average	_____			
XV.	<u>Major Responsibility</u>	1	2	3	4
	Sub A.	_____			
	B.	_____			
	Weighted Average	_____			
XVI.	<u>Major Responsibility</u>	1	2	3	4
	Sub A.	_____			
	B.	_____			
	Weighted Average	_____			
XVII.	<u>Major Responsibility</u>	1	2	3	4
	Sub A.	_____			
	B.	_____			
	Weighted Average	_____			
XVIII.	<u>Major Responsibility</u>	1	2	3	4
	Sub A.	_____			
	B.	_____			
	Weighted Average	_____			
XIX.	<u>Major Responsibility</u>	1	2	3	4
	Sub A.	_____			
	B.	_____			
	Weighted Average	_____			
XX.	<u>Major Responsibility</u>	1	2	3	4
	Sub A.	_____			
	B.	_____			
	Weighted Average	_____			

XXI.	<u>Major Responsibility</u>		1	2	3	4
	Sub A.	_____				
	B.	_____				
		<u>Weighted Average</u>				

XXII.	<u>Major Responsibility</u>		1	2	3	4
	Sub A.	_____				
	B.	_____				
	C.	_____				
		<u>Weighted Average</u>				

Signature _____
 (Department Head)

Employee's Signature _____

Date _____

Date _____
 (My signature does not necessarily mean my agreement with the evaluation)

NON-INSTRUCTIONAL EMPLOYEE EVALUATION FORM

PERSONALITY	Exceeds Expectations	Meets Expectations	Needs Expectations	Unsatisfactory
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INITIATIVE	Exceeds Expectations	Meets Expectations	Needs Expectations	Unsatisfactory
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RESPONSIBILITY	Exceeds Expectations	Meets Expectations	Needs Expectations	Unsatisfactory
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INDUSTRIOUS	Exceeds Expectations	Meets Expectations	Needs Expectations	Unsatisfactory
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LEADERSHIP	Exceeds Expectations	Meets Expectations	Needs Expectations	Unsatisfactory
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MENTAL ALERTNESS	Exceeds Expectations	Meets Expectations	Needs Expectations	Unsatisfactory
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ATTENDANCE	Exceeds Expectations	Meets Expectations	Needs Expectations	Unsatisfactory
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Signature _____
(Department Head)

Employee's Signature _____

Date _____

Date _____

(My signature does not necessarily mean
my agreement with the evaluation)

SUPPLEMENTAL EVALUATION FORM

(To be used only if Columns (3) or (4) are checked on evaluation form)

Major Responsibility # _____
Sub Recommendations _____

Major Responsibility # _____
Sub Recommendations _____

Major Responsibility # _____
Sub Recommendations _____

Major Responsibility # _____
Sub Recommendations _____

Major Responsibility # _____
Sub Recommendations _____

General Comment's _____

Signature _____
(Department Head)

Employee's Signature _____

Date _____

Date _____
(My signature does not necessarily mean
my agreement with the evaluation)