

HUNTINGTON PUBLIC SCHOOLS
Huntington, New York 11743

NON-INSTRUCTIONAL EMPLOYEES EVALUATION REPORT

Instructions for Use

The primary purpose of the evaluation form is to establish the level of performance of the employee during the period of this evaluation and further, to assist the employee in improving performance in areas, which may have been found to be less than "Effective". The supervisor shall give examples for those areas listed as "Requires Improvement" or "Unacceptable" and a summary of recommendations to improve. All Non-Instructional Employees will be evaluated a minimum of once per school year.

This evaluation instrument is used in conjunction with those job responsibilities and expectations identified to the employee as being appropriate and consistent with the level of responsibility for the position to which they are currently assigned.

An employee's signature on the evaluation only denotes that the employee has seen the evaluation, not that the employee agrees with its contents.

Nothing shall restrain the employee from responding to the content of the evaluation in either verbal or written form to their supervisor and/or the District. An employee's written response shall be attached to the evaluation in the District's records.

Employee Groups Include: Aides/Monitors and Assistants, Clerical, Custodians, Food Service, Non-Contractual, Registered Nurses and Security.

Interpretations of Rating Scale

Effective - The employee *effectively meets* the expected requirements for a person of this title.

Requires Improvement - The employee is *experiencing difficulty* meeting expected requirements for a person of this title.

Unacceptable - The employee *does not meet* the minimum expected requirements for a person of this title.

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Non-Instructional Employee Evaluation Report

Employee _____ Period Covered _____

Position _____ Building _____

All evaluations are to be discussed with the employee. The supervisor shall give examples for those areas listed as "Requires Improvement" or "Unacceptable" and a summary of recommendations to improve.

Rating Scale: (3) Effective (2) Requires Improvement (1) Unacceptable

Item	Area of Evaluation	Rating
1	Demonstrates a level of knowledge and skill that are consistent with those required of present position.	
2	Quality of work reflects attention to accuracy, completeness, and neatness.	
3	Demonstrates the willingness to meet job requirements and accept suggestions for improvement.	
4	Organizes work and time well.	
5	Demonstrates the ability to work well with others.	
6	Handles sensitive matters in appropriate manner.	
7	Follows verbal or written instructions.	
8	Pattern of attendance reflecting punctuality, absenteeism and timeliness of notification – considering any known extenuating circumstances.	

Comments:
