



Performance Appraisal for Paraprofessionals

Name: _____ Location: _____

Assignment: _____ Evaluation period from _____ to _____

Work Performance Ratings

Satisfactory			Unsatisfactory		
5	4	3	2	1	0
Well above average outstanding in this group	Somewhat above average better than most	Average	Somewhat below average not quite up to par	Well below average needs much improvement	Unacceptable work performance

Work Performance Factors

Performance Factors	Explanation	Satisfactory			Unsatisfactory		
		5	4	3	2	1	0
Note: Rate only those factors which apply to position being appraised		5	4	3	2	1	0
Quality of Work	Accuracy, thoroughness; completed work shows care and good judgment in its preparation.						
Quantity of Work	Meets schedules and accomplishes assigned responsibilities.						
Work Habits	Dependability; receptive to supervision; willing worker, follows procedures.						
Job Attitude	Interest; enthusiasm; willingness to accept responsibility; cooperates with staff.						
Job Knowledge	Understanding of principles, methods or processes; comprehends easily.						
Ability to Learn	Learns and retains new ideas and methods; uses initiative; reaches sound and logical conclusions.						
Relationships with People	Tactful in dealing with students, staff and public. Ability to communicate with others; accepts constructive criticism; relates well to supervisor and staff.						
Attendance	Reports to work as assigned. Number of absences: _____						
Punctuality	Arrives on time; observes appropriate breaks and work schedules.						

Areas of Strength:

Areas in Need of Improvement:

The appraisal form must be signed by both parties. Please note that the employee's signature signifies only that the form has been read. The employee shall have the right to submit written comments and attach it to the file copy of this appraisal. The appraiser is required to discuss the completed appraisal during a personal conference with the employee.

Signature of Administrator: _____ Date: _____

Signature of Paraprofessional: _____ Date: _____