## SECTION A

<table>
<thead>
<tr>
<th>Unsatisfactory</th>
<th>Requires Improvement</th>
<th>Meets Standards</th>
<th>Exceeds Standards</th>
</tr>
</thead>
</table>

Immediate supervisor must check each category in appropriate column.

### FACTOR CHECK LIST

1. **Communication Skills:**
   Communicates well orally and in writing; effectively carries out verbal and written instructions.

2. **Accepts and Follows Directions:**
   Willingly accepts and demonstrates effectiveness in carrying out instructions.

3. **Effectiveness with Pupils:**
   Works well with and relates effectively to students.

4. **Interpersonal Working Relationships:**
   Works with and relates to others effectively.

5. **Observance of Work Hours:**
   Dependable and punctual attendance.

6. **Operation and Care of Equipment/Material:**
   Takes responsibility for careful use of equipment and materials.

7. **Productivity/Quality of Work:**
   Completes an acceptable level of quality work.

8. **Additional Factor:**

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## SECTION B

"Exceeds Standards" in any category should be described in detail and supported with documentation. "Unsatisfactory" or "Requires Improvement" in any category must be supported with documentation.

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## SECTION C

Employee was counseled on noted deficiencies: (Dates) ____________________________

**SUMMARY EVALUATION:** (Check One)

- Unsatisfactory
- Requires Improvement
- Meets Standards
- Exceeds Standards

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## SECTION D

**Goals and Objectives:**

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**RATER:**

__________  
Signature 
__________  
Date

**REVIEWER:**

__________  
Signature 
__________  
Date

My supervisor has discussed this report with me and given me a copy of this evaluation report. I understand my signature does not necessarily indicate agreement.

**Comments:**

Attachments Added: Yes ☐ No ☐  
__________  
Signature 
__________  
Date
Employee Name

Type text here.

My supervisor has discussed this report with me and given me a copy of this evaluation report. I understand my signature does not necessarily indicate agreement.

_________________________________________  __________________________
Employee Signature                          Date

_________________________________________  __________________________
Rater Signature                             Date

_________________________________________  __________________________
Reviewer Signature                          Date