

FAIRFIELD AREA SCHOOL DISTRICT
ADMINISTRATIVE PROCEDURES

Salaries and Fringe Benefits (Cont'd)

4230

WORK ORGANIZATION AND PLANNING	5	4	3	2	1	N/A
Effectively schedules time and uses resources wisely	()	()	()	()	()	()
Effectively prioritizes assignments and avoids crisis	()	()	()	()	()	()
Documents and files information for further reference	()	()	()	()	()	()
Initiates job-related activities to stay busy and productive	()	()	()	()	()	()
Does his/her part to help balance the workload when necessary	()	()	()	()	()	()
Adjusts to change in the workplace	()	()	()	()	()	()
Is open to trying new ways and methods of accomplishing job tasks	()	()	()	()	()	()
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RELATIONSHIP WITH STUDENTS						
Is positive and encouraging with students	()	()	()	()	()	()
Communicates with students appropriately	()	()	()	()	()	()
Can adapt and modify for student needs	()	()	()	()	()	()
Follows lesson plans provided by teacher (Teaching assistants only)	()	()	()	()	()	()
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COMMUNICATION SKILLS						
Writes reports, letters, and memos clearly	()	()	()	()	()	()
Presents ideas and listens to others	()	()	()	()	()	()
Courteously deals with other employees and the public	()	()	()	()	()	()
Uses appropriate language	()	()	()	()	()	()

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ORGANIZATIONAL AND TEAM RELATIONSHIPS

Responds to suggestions and criticism with minimal defensiveness	()	()	()	()	()	()
Deals courteously and respectfully with other employees	()	()	()	()	()	()
Keeps supervisor and others advised of problems, ideas, or decisions when needed	()	()	()	()	()	()
Provides information, help, or coverage to others when needed	()	()	()	()	()	()

RELIABILITY AND APPEARANCE

5 4 3 2 1 N/A

Is reliable and responsible in attendance	()	()	()	()	()	()
Reports to work on time	()	()	()	()	()	()
Works for the duration of the time required	()	()	()	()	()	()
Adheres to established guidelines and rules of the organization	()	()	()	()	()	()
Displays neatness and appropriateness of dress on the job	()	()	()	()	()	()

TECHNICAL APPLICATION

Fully uses job relevant technical skills	()	()	()	()	()	()
Adequately maintains facilities and equipment	()	()	()	()	()	()
Maintains and updates knowledge of equipment used on the job	()	()	()	()	()	()
Seeks training in relevant job related skills	()	()	()	()	()	()

PROBLEM-SOLVING AND DECISION-MAKING

Selects appropriate solutions to problems	()	()	()	()	()	()
Weighs alternatives before making decisions	()	()	()	()	()	()
Presents alternatives when proposing course of action	()	()	()	()	()	()
Consults opinions of others when appropriate	()	()	()	()	()	()

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OVERALL RATING

Commendable	Above Average	Average	Needs Improvement	Unsatisfactory
5	4	3	2	1

Future goals and/or performance improvement/development plan

Summary of overall rating. Please include summary of which areas most significantly affected the overall review.

Comments of employee

Supervisor _____

Name

Title

Signature signifies a copy of this report has been given to me and has been discussed with me.

Employee's signature

Date