

**APPENDIX C
Evaluation Tool**

Name:

Position:

Supervisor:

Evaluation Date:

Job Description Attached: Yes _____ No _____

Rating Scale:

4 = Highly Effective:

Performance objectives often exceed expectations. Projects and objectives are completed in a

manner that expands the scope and impact of the assignment and increases the impact on the department/school. Then employee is viewed as having made notable contributions

3 = Effective:

Performance is competent and effective along established expectations; initiative and resourcefulness and good judgment are consistently exercised. Employee makes solid

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Overall Rating

1 Demonstrates knowledge of position and produces quality work

Performance Indicators

Performs duties and responsibilities reliably, accurately, and on a timely basis

Top three job responsibilities based upon each employee's specific job description

1

2

3

Ability to effectively use applicable technology/software:

Google platform

Excel

Word

Munis - as applicable

Displays attention to detail, avoids errors, strives to ensure accuracy

(Recommended = 2) or (Required = 1) action steps for improved performance

2 Demonstrates ability to plan, organize and set priorities

Performance Indicators

Ability to plan, prioritize, and organize work to ensure completion on a timely basis

Ability to multitask, handle multiple assignments, and perform under pressure/maintain composure

Ensures expected results are achieved through utilization of all appropriate resources

(Recommended = 2) or (Required = 1) action steps for improved performance

3 Demonstrates adaptability, flexibility and commitment

Performance Indicators

Provides accurate and timely assistance to supervisor, staff, parents, and students

4 Ability to make sound decisions and use sound judgment

Performance Indicators

Ability to accurately assess and differentiate priorities and respond/change plans accordingly

Plan initiatives, take responsibility, and develop plan to accomplish work effectively

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What are the major strengths of this employee?

What are the objectives for this employee before the next evaluation?

Acknowledgement of Evaluation

Employee Name _____

Employee Signature _____