

**Lansing School District  
 Employee Evaluation Form**

**Employee:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Supervisor Conducting Evaluation:** \_\_\_\_\_

**Rating Scale:** The rating scale for this evaluation is “Exceeds Standard”, “Meets Standard”, and “Does Not Meet Standard”. A score of “Does Not Meet Standard” indicates a need for significant improvement.

**Standards:** The standards for performance are included in the Evaluation Standards Handbook.

A. Performance Area-Attendance	Rating		
	Exceeds Standard	Meets Standard	Doesn't Meet Standard
A (1) Attendance			
A (2) Punctuality			

**Comments:** \_\_\_\_\_

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<b>B. Performance Area - Professional Behavior and Appearance</b>	<b>Rating</b>		
	<b>Exceeds Standard</b>	<b>Meets Standard</b>	<b>Doesn't Meet Standard</b>
<b>B (1) Professional Behavior</b>			
<b>B (2) Professional Appearance</b>			

**Comments:** \_\_\_\_\_

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<b>C. Performance Area – Interpersonal Communications</b>	<b>Rating</b>		
	<b>Exceeds Standard</b>	<b>Meets Standard</b>	<b>Doesn't Meet Standard</b>
<b>Communicates effectively with...</b>			
<b>C (1) Students</b>			
<b>C (2) Building Staff</b>			
<b>C (3) Department Staff</b>			
<b>C (4) Administrators &amp; Supervisors</b>			

**Comments:** \_\_\_\_\_

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<b>D. Performance Area – Job Performance/ Knowledge</b>	<b>Rating</b>		
	<b>Exceeds Standard</b>	<b>Meets Standard</b>	<b>Doesn't Meet Standard</b>
<b>D (1) Job Knowledge</b>			
<b>D (2) Job Performance</b>			
<b>D (3) Record Keeping</b>			

**Comments:** \_\_\_\_\_

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<b>E. Performance Area- Professional Growth/Development</b>	<b>Rating</b>		
	<b>Exceeds Standard</b>	<b>Meets Standard</b>	<b>Doesn't Meet Standard</b>
<b>E (1) Professional Development</b>			

**Comments:** \_\_\_\_\_

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<b>F. Performance Area – Procedures Knowledge &amp; Compliance</b>	<b>Rating</b>		
	<b>Exceeds Standard</b>	<b>Meets Standard</b>	<b>Doesn't Meet Standard</b>
<b>Is knowledgeable in and complies with.....</b>			
<b>F (1) Federal and State Laws</b>			
<b>F (2) Board and Department Policies &amp; Procedures</b>			

**Comments:** \_\_\_\_\_

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**Additional Comments:** \_\_\_\_\_  
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**Performance Improvement Plan:** \_\_\_\_\_  
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**Evaluator's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

My signature below does not imply agreement with the contents of this evaluation. My signature indicates that: 1) I have received a copy of this evaluation and, 2) I have had the opportunity to discuss the contents of this evaluation with my supervisor.

**Employee's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

- c: Employer
- Personnel File
- Supervisor's File