

**Conway Public Schools**  
**Non-Instructional Personnel Evaluation Form**

Name \_\_\_\_\_ Job Title \_\_\_\_\_ School \_\_\_\_\_

Place a check-mark in one of the nine spaces for each trait

	Low	High
Quality of Work	Subnormal: Frequent and repeated error	Normal: Seldom repeats errors
		Exceptionally high: Rare error

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

Quantity of Work	Low for type of work	Normal for type of work	Exceptionally High

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

Work Performance	Seldom puts in full day's work	Usually works full day	Stays until job is done

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

Reliability	Cannot be depended upon	Reliable and dependable	Exceptionally reliable/dependable

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

Cooperativeness	Difficult to work with	Easy to work with	Exceptionally cooperative

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

Health	Poor: Often interferes with work	Normal: Sometimes interferes with work	Exceptional: Rarely interferes with work

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

Personal Appearance	Careless in dress and manner	Neatly Dressed	Exceptionally neat / well groomed

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

Punctuality	Frequently Tardy	Occasionally Tardy	Seldom Tardy

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

Attendance	Frequently Absent	Occasionally Absent	Seldom Absent

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

General Evaluation	Below average: Needs improving	Average: Satisfactory	Above Average: Valued employee

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

Recommend for re-employment      Yes      No

Date: \_\_\_\_\_

\_\_\_\_\_  
Signature of Principal/Department Head

\_\_\_\_\_  
Signature of person making evaluation  
(If other than principal)

\_\_\_\_\_  
Signature of Employee

Date: \_\_\_\_\_

Date: \_\_\_\_\_