

CADDO PARISH SCHOOL BOARD

CLASSIFIED PERSONNEL EVALUATION

EVALUATION PERIOD: FROM _____ TO _____

SECTION I – PERSONAL DATA:

Name _____ **Job Title** _____ **School or Location** _____
LAST FIRST MIDDLE/MAIDEN

Address _____ **Phone** _____ **Employee ID Number** _____

After each item, rate the employee on the scale from 1 to 5, using the Rubric to justify the Rating.

	Fails to Meet Expectations 1	Below Expectations 2	Meeting Expectations 3	Exceeding Expectation 4	Outstanding 5	Total
Delivering Results						
Problem Solving						
Knowledge and Skills						
Customer Service						
Building Trust						
Collaboration						
Communication						
Initiative						
Overall Score						
Point Total Equivalent	Fails to Meet Expectations 8 to 11	Below Expectations 12 to 18	Meeting Expectations 19 to 29	Exceeding Expectation 30 to 36	Outstanding 37 to 40	

Comments: _____

Employee Signature _____

Date _____

Evaluator Signature _____

Date _____