

The School Board of Dixie County, Florida

EVALUATION FORM NON-INSTRUCTIONAL PERSONNEL

DIRECTIONS: Complete all items applicable to position.

Evaluation of _____ School/Dept _____

Position _____ Date _____

Characteristics	Very Effective	Effective	Needs Improvement	Unsatisfactory
Cooperation				
Punctuality				
Attendance				
Dependability				
Quality of Work				
Adaptability of Duties				
Initiative				
Attitude				
Positive Relationship with other Employees/Students				
Professional Appearance				
Tact & Good Judgement				
Use of Equipment, Technology & Materials				

RECOMMENDED FOR EMPLOYMENT: YES NO

COMMENTS: _____

SIGNATURE: _____
(Department Head/Principal – Title)

DATE: _____

SIGNATURE: _____
(Employee)

DATE: _____

NOTE: *Employee's signature does not necessarily imply agreement with the evaluation, but acknowledges that he/she has read it and may submit a written reaction no later than one week from date of signature.*