

**COVENTRY PUBLIC SCHOOLS
COVENTRY , RI**

EVALUATION FORM - CLASSIFIED PERSONNEL

EMPLOYEES NAME: _____ SCHOOL YEAR: _____

ASSIGNMENT: _____ LOCATION: _____

I. FULFILLMENT OF JOB SPECIFICATIONS TO INCLUDE:

- a. Knowledge in area
- b. Attention to detail
- c. Planning ahead
- d. Pride in work
- e. Cooperation
- f. Adherence to School Cmtee policy & Admin. Directives
- g. Adaptability
- h. **CATEGORY OVERALL EVALUATION**
- i. Comments:

| "E" Excellent | "S" Satisfactory | "NI" Needs to Improve | "U" Unsatisfactory |
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II. RELATIONSHIPS:

- a. Relationships with peers
- b. Relationships with supervisors
- c. Relationships with parents, students, others
- d. Relationships with subordinates
- e. **CATEGORY OVERALL EVALUATION**
- f. Comments:

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III. ATTENDANCE:

- a. Punctuality
- b. Record
- c. **CATEGORY OVERALL EVALUATION**
- d. Comments:

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IV. PERSONAL:

- a. Motivation and/or initiative
- b. Appearance
- c. Growth
- d. **CATEGORY OVERALL EVALUATION**
- e. Comments:

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TOTAL OVERALL EVALUATION: _____

Additional comments: _____

Evaluator's Signature

Employee's signature, signifying opportunity
to review evaluation

date

date