

**HAMBURG CENTRAL SCHOOL DISTRICT
SCHOOL RELATED PERSONNEL (SRP) EVALUATION REPORT**

EVALUATION DATE: _____

Employee Name: _____

Title: _____ **Building:** _____

1. **QUALITY OF WORK:**
e.g. accuracy; presentability; neatness; completeness; work shows care and good judgment.
2. **QUANTITY OF WORK:**
e.g. amount in relation to requirements of position; completed in reasonable time; work up to date or on schedule.
3. **WORK HABITS:**
e.g. persistence; follows procedure or directions; works safely; attendance; punctuality; looks after equipment and material.
4. **WORK INTEREST:**
e.g. receptive to new work assignments; interest in learning more; makes useful suggestions; takes responsibility for errors and own improvement.
5. **RELATIONSHIP WITH PEOPLE:**
e.g. tact; loyalty; discretion; self-control; patience; considerate and helpful to others; accepts constructive criticism.
6. **RESOURCEFULNESS:**
e.g. initiative; self-reliance; adaptability; self-confident; deals with emergencies.
7. **SUPERVISORY ABILITY:**
(applies only to supervisory people) e.g. plan and assign work; train and instruct others; fair and impartial; leads others.

Satisfactory	Unsatisfactory

ADDITIONAL SATISFACTORY COMMENTS:

AREAS FOR IMPROVEMENT:

Date of Evaluation Conference

Evaluator Signature

Date

Employee Signature

Date

NOTE: Signing this form does not necessarily mean agreement with the evaluation.