



# ST. JAMES ASSINIBOIA SCHOOL DIVISION

GDI-E-2  
#67272

## PERMANENT SUPPORT STAFF EVALUATION

REVIEW PERIOD:                      Annual ☐                      Bi-Annual ☐                      Special ☐

NAME: \_\_\_\_\_

SUPERVISOR: \_\_\_\_\_

LOCATION: \_\_\_\_\_

REVIEW PERIOD START/END DATE: \_\_\_\_\_

### RATING SCALE:

- 4     Distinguished     Performance that exceeds all aspects of the rating factor on a consistent basis throughout the entire rating period. All ratings must include specific examples that demonstrate the nature of the exceptional performance.
- 3     Proficient     Performance that not only meets all aspects of the rating factor throughout the rating period, but is regularly at a level above.
- 2     Satisfactory     Performance that generally, or by way of an average over the entire rating period, meets all aspects of the rating factor in a satisfactory manner.
- 1     Unsatisfactory     Performance is such that the employee has clearly failed to meet the minimum requirements. Such performance is characterized by consistent weakness and/or deficiency and/or failure to respond to training, corrective action, or direction. All ratings must include specific examples that demonstrate the nature of the unsatisfactory performance. Please refer to policies GDI and GBAC for further direction in addressing unsatisfactory ratings.

RATING FACTORS:	SCALE (1 - 4):
<b>QUALITY OF WORK</b> – the extent to which an employee performs his/her assigned duties thoroughly, accurately, and appropriately.	
<b>PRODUCTIVITY</b> – the extent to which an employee produces a significant volume of work in a specified period of time.	
<b>JOB KNOWLEDGE</b> – the extent to which an employee is competently applying the divisional, school and departmental policies and procedures that relate to the position as well as the informational and physical resources required by the position.	
<b>ADAPTABILITY</b> – the extent to which an employee quickly adjusts to changes and changing conditions, learns new methods, and is flexible in meeting the needs of the position.	
<b>INITIATIVE</b> – the extent to which an employee generates new ideas and appropriately assumes duties without prompting or direction from others.	
<b>WORK HABITS</b> – the extent to which an employee plans, organizes, and coordinates daily activities; dresses appropriately; and works in a safe and responsible manner.	
<b>DEPENDABILITY</b> – the extent to which an employee can be relied upon to complete assigned tasks and regularly perform as required. This will include an assessment of the individual's punctuality and attendance record.	
<b>ATTITUDE</b> – the extent to which an employee seemingly wants to do a good job, demonstrates interest in and loyalty to the Division, and accepts criticism, direction and/or supervision.	
<b>INTERPERSONAL SKILLS</b> – the extent to which an employee establishes and maintains workable relationships with others; solicits and considers the opinions of others, is helpful and courteous, and presents a good public image.	
<b>COMMUNICATION SKILLS</b> – the extent to which an employee keeps other team members informed, provides concise and detailed reports of issues, and documents activity in a timely manner as required by the position.	
<b>SUPERVISORY SKILLS (N/A unless directing the work of others)</b> – the extent to which an employee leads and motivates others to achieve performance objectives, appropriately addresses performance concerns, and completes required performance evaluations in a timely manner.	



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## EXAMPLES OF DISTINGUISHED PERFORMANCE:

## EXAMPLES OF UNSATISFACTORY PERFORMANCE:

## DEVELOPMENT PLANS DURING NEXT REVIEW PERIOD:

## COMMENTS:

Supervisor's Signature:

Title:

Date:

Signature of Administrator/Principal:

(if not actual evaluator)

**Instructions to Employee:** In signing this, you indicate that you have read the appraisal, discussed it with your supervisor and understand the reasoning behind it. If you disagree with it, you have five (5) days to file an appeal with the Manager, Human Resources.

## EMPLOYEE'S COMMENTS:

Employee's Signature:

Date:

The personal information contained on this form is collected and protected under the authority of the Public Schools Act (PSA) and the Freedom of Information and Protection of Privacy Act (FIPPA) and will be used and disclosed for personnel administration and payroll purposes. If you have any questions about the collection, use or disclosure of this information, contact the Access and Privacy Officer, St. James-Assiniboia School Division, 2574 Portage Avenue, Winnipeg, MB R3J 0H8, (204) 888-7951.