

NEW JERSEY SCHOOL BOARDS ASSOCIATION

GOVERNANCE & OPERATIONS

FILE CODE: 4115E

PERSONNEL

EVALUATION/SUPERVISION



NEW JERSEY SCHOOL BOARDS ASSOCIATION PERFORMANCE APPRAISAL SUMMARY

Employee Name:	Date of Hire:
Department:	Position:
Evaluation Period:	Date of Meeting:

INSTRUCTIONS

1. Use the current mission statement, long range plan, goals and objectives identified in previous evaluation and job description.
2. Rate the employee's level of performance, using the performance factors.
 - a. Exceeds Expectations = 4/100
 - b. Meets Expectations = 3/90
 - c. Needs Improvement = 2/70
 - d. Unsatisfactory = 1/0
3. Submit draft performance appraisal summary to Human Resources for review.
4. Review with employee to go over the evaluation and each performance factor used to evaluate his/her work performance.
5. Give an overall rating in the space provided, using the definitions as a guideline.
6. The completed form should be signed and dated by both the evaluator and the employee then forwarded to the Executive Office for approval.

SIGNATURES

Note: Employee signature indicates understanding of contents, not necessarily agreement of content.

_____ (Employee)	_____ (Date)
_____ (Evaluator)	_____ (Date)
_____ (Executive Director)	_____ (Date)

Nothing in this evaluation is to be considered either an implicit or explicit contract with the employee. Nothing within this evaluation changes the at-will status of the employee.

Goals and Objectives

Results summary for evaluation period; Describe the result of each key objective that was set at the beginning of the evaluation period.

[illegible]

Association Core Competencies

Describe how results were obtained according to competencies developed Association-wide.

Core Competency	Results and Accomplishments	Rating
<i>Focus on the Customer</i> Is dedicated to meeting expectations and requirements of all customers.		4,3,2,1
<i>Champions Effective Teamwork</i> Stimulates bonding to the organization and its goals.		4,3,2,1
<i>Keeps People Informed and Energized</i> Provides timely and accurate information to people inside/outside the organization so they can make informed decisions.		4,3,2,1
<i>Demonstrates Professional Integrity</i> Keeps confidences; takes responsibility for one's actions; builds credibility and trust by behaving in honest/ethical manner.		4,3,2,1
<i>Exhibits Responsible Risk Taking</i> Appropriately challenges status quo; actively seeks new information/alternative perspectives.		4,3,2,1
<i>Plans, Manages and Measures Outcomes Against Goals</i> Sets clear, measurable and challenging objectives; breaks down work into logical steps with timetables; monitors progress, delivers timely and objective feedback..		4,3,2,1
<i>Displays Political Savvy and Organizational Agility</i> Is knowledgeable about how human beings function in organizations.		4,3,2,1
<i>Communicates Effectively Orally and in Writing</i> Write clearly and succinctly, get messages across with desired effect.		4,3,2,1

LEARNING AND DEVELOPMENT PLAN

NEW AND CONTINUING GOALS/OBJECTIVES (FOR NEXT EVALUATION PERIOD)

SUPERVISOR COMMENTS

EMPLOYEE COMMENTS

JOB DESCRIPTION REVIEW SECTION: Please check appropriate box.

- ☐ Employee job description has been reviewed during this evaluation and no changes have been made to the job description.
- ☐ Employee job description has been reviewed during this evaluation and modifications have been proposed to the job description. ***The modified job description is attached to this evaluation.***

PERFORMANCE FACTORS Attached

OVERALL RATING FOR THIS PERIOD

Exceeds Expectations	Meets Expectations	Below Expectations	Unsatisfactory