

ANNUAL EVALUATION



Evaluator:

Gloria Pascual

Date:

12/11/2019

Performance Competencies

I. COMMUNICATION & DEPENDABILITY

	Exemplary	Above Expectations	Meets Expectation	Below Expectations	Unsatisfactory
Exhibits good listening and comprehension			<input type="text"/>		
Keeps others adequately informed			<input type="text"/>		
Uses appropriate communication methods			<input type="text"/>		
Follows instructions, responds to management direction			<input type="text"/>		
Is accountable for projects and tasks through completion			<input type="text"/>		

Overall Performance in this element:

Meets Expectations

Comments:

Must reflect the assessment above.

II. COOPERATION & INITIATIVE

	Exemplary	Above Expectations	Meets Expectation	Below Expectations	Unsatisfactory
Establishes and maintains effective relations with all stakeholders			<input type="text"/>		
Exhibits positive outlook and pleasant manner (smiling, encouraging words)			<input type="text"/>		
Works cooperatively in group situations			<input type="text"/>		
Seeks increased responsibilities			<input type="text"/>		
Volunteers readily and asks for help when needed			<input type="text"/>		

Overall Performance in this element:

Meets Expectations

Comments:

[Must reflect the assessment above.](#)

III. PLANNING & PROBLEM SOLVING

	Exemplary	Above Expectations	Meets Expectation	Below Expectations	Unsatisfactory
Uses time efficiently			<input type="text"/>		
Adapts changes smoothly			<input type="text"/>		
Identifies and reports problems in a timely manner			<input type="text"/>		
Gathers and analyzes information skillfully			<input type="text"/>		
Develops alternative solutions			<input type="text"/>		

Overall Performance in this element:

Meets Expectations

Comments:

[Must reflect the assessment above.](#)

IV. INNOVATION & QUALITY

	Exemplary	Above Expectations	Meets Expectation	Below Expectations	Unsatisfactory
Displays original thinking and creativity			<input type="text"/>		
Meets challenges with resourcefulness			<input type="text"/>		
Generates suggestions for improving work			<input type="text"/>		
Demonstrates accuracy and thoroughness			<input type="text"/>		
Looks for ways to improve and promote quality			<input type="text"/>		

Overall Performance in this element:

Meets Expectations

Comments:

[Must reflect the assessment above.](#)

V. JOB KNOWLEDGE, JUDGMENT & TEAMWORK

	Exemplary	Above Expectations	Meets Expectation	Below Expectations	Unsatisfactory
Competent in required job skills and knowledge			<input type="text"/>		
Uses resources effectively			<input type="text"/>		

Displays ability to make decisions				
Includes appropriate people in decision-making process				
Balances team and individual responsibilities				

Overall Performance in this element:

Meets Expectations

Comments:

Must reflect the assessment above.

Evaluators Summary

Overall Feedback:

Joanna has been a professional and reliable team player.

Overall Rating:

Meets Expectations

Attached Workflow

School
Committee
Submitted

Current Status

Workflow Steps

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