



## PERFORMANCE EMPLOYEE INDICATORS

Name: \_\_\_\_\_ Position: \_\_\_\_\_  
 Supervisor: \_\_\_\_\_ Dept/School: \_\_\_\_\_  
 Status: \_\_\_\_\_ For The Year: \_\_\_\_\_

Performance indicators are statements of the performance expectations and standards necessary for achieving the critical results of a position. These indicators are observable, consistent, achievable, measureable, and within the employee's control. These performance indicators, along with the responsibilities outlined in the employee's job description, provide a framework for assessing the staff member's job performance.

Performance Indicators	Exceeds Expectations	Meets Expectations	Development Opportunity	Development Needed	Comments
<b>Ability to communicate</b> – Does the employee use appropriate speaking, listening, and writing skills when communicating with others such as students, parents, co-workers, and community members? Does the employee have a positive rapport with others?					
<b>Adaptability/Flexibility</b> – Does the employee adjust well to new or different job situations, suggestions for improvement and/or change in assigned responsibilities?					
<b>Attendance</b> – Is the employee's absence, tardiness record, and break utilization acceptable?					
<b>Appearance</b> – Is the employee's grooming and attire appropriate for neatness and safety in this position?					
<b>Confidentiality</b> – Does the employee understand and respect confidentiality of records and/or information?					
<b>Dependability</b> – Is the employee prompt, trustworthy, conscientious in following and implementing procedures and directives in completing assignments? Is the employee an effective team member and participant in the school/program?					
<b>Enthusiasm, Attitude and Interest</b> – Does the employee show interest and enthusiasm toward work?					
<b>Health and Wellness</b> – Does the employee maintain a level of health and wellness that enables the employee to meet position responsibilities? Does the employee remain effective under stress?					
<b>Initiative</b> – Does the employee strive to improve the work environment, see and perform other tasks when assigned work is completed?					
<b>Integrity</b> – Is the employee honest, fair, sincere, and respectful?					

