**Washington West Supervisory Union**



**Central Office Support Staff**

**Performance Review Tool**

**Washington West Supervisory Union**

**Annual Central Office Support Staff Performance Review**

*The Central Office Support Staff Performance Review Tool is a standard performance evaluation document. The purpose of the Tool is to provide a structured evaluation of performance and to provide feedback to employees concerning their relative strengths and weaknesses. While we usually would prefer to work with employees to improve areas of unsatisfactory performance, we reserve the right to unilaterally determine for all employees whether to use progressive discipline.*

|  |  |  |
| --- | --- | --- |
| Employee Name: | Position: | Date of Review: |

**Key:   
D=Distinguished:** Highest rating- performance is consistently superior or exemplary **S = Satisfactory:** performance is regularly competent and dependable   
**B**=**Basic:** performance is at a beginning stage of development and meets minimum expectations  
**N= Needs Improvement:** performance fails to meet job requirements on a frequent basis  
**U** **= Unsatisfactory:** performance is consistently unacceptable  
**N/A**= does not apply to employees job description

1. **Demonstrates Job Knowledge:**

|  |  |
| --- | --- |
| Demonstrates knowledge of all aspects of position  Demonstrates ability to perform job responsibilities  Effectively applies position knowledge to enhance performance | Cares for and uses equipment properly  Identifies and uses all available resources |

1. **Demonstrates Job Competence:**

|  |  |
| --- | --- |
| Completes assigned tasks accurately  Organizes work  Manages time efficiently  Meets deadlines for tasks assigned  Practices safe work habits  Stays on task and is productive  Follows department instructions and guidelines  Maintains confidentiality | Independently seeks and assumes responsibility for annual and ongoing tasks  Seeks new and/or improved ways to complete tasks  Plans ahead to prevent crises  Predicts and prioritizes  Follows through and reports to supervisor on assigned tasks |

1. **Maintains Effective Working Relationships and Environment:**

|  |  |
| --- | --- |
| Exhibits positive attitude and actions  Is flexible/adaptable to change  Is respectful and considerate of others  Accepts direction  Is punctual  Functions effectively as a team member | Is able to work in collaboration with a partner  Displays positive role model behavior to peers and other staff  Responds positively to constructive feedback  Demonstrates courtesy, effectiveness, and efficiency in providing customer service |

1. **Professional Growth and Development:**

|  |  |
| --- | --- |
| Identified ways to continuously improve performance  Participates in learning opportunities  Actively participates in cross training, if applicable | Recognizes when assistance is needed and requests it |

|  |
| --- |
| **Comments (attachment may be necessary):** |

This is a confidential report and the confidential nature of this report is to be respected by all parties. A signature on this report does not necessarily mean that the employee agrees with the opinions expressed, but indicates that he/she has read the report and has had an opportunity for discussion with the supervisor. A copy will be placed in the employee’s official personnel file.

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**Annual Central Office Support Staff Self Review**

|  |  |  |
| --- | --- | --- |
| Employee Name: | Position: | Department: |

1. **Identify some contributions that you made to the district during the year.**
2. **What job skills or abilities have you further developed or improved upon during the year?**
3. **Describe other job interests you have and/or your employment goals for the next performance review year.**
4. **What skills and abilities, if any, would you need to acquire or enhance in order to attain the goals described above?**

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**SAMPLE Central Office Support Staff Performance Support Plan**

To: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ From: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(employee) (supervisor)

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Re: Performance Support Plan (PSP)

This outlines your Performance Support Plan (PSP) to assist you in addressing the Standards identified in your performance review of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ marked:

(date)

|  |  |
| --- | --- |
| * **Needs Improvement** | * **Unsatisfactory** |

The PSP includes:

* The areas marked “Needs Improvement” or “Unsatisfactory” identified by specific indicators
* The plan to support growth in these areas and/or address significant deficiencies
* Required resources or activities (if applicable)
* Dates for subsequent observations, conferences, and/or meetings to monitor your progress on the PSP (if applicable)
* Date of next performance review

It is your responsibility to access resources and carry out these and/or other strategies to improve your performance in the identified Quality Standard.

**Area(s) of Improvement: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Improvement Objectives:**

**Plan for growth:**

**Dates to monitor your progress on this plan: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Date of next performance review: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Employee Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Supervisor Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Original to Personnel File

Supervisor

Employee