

**GRAND PRAIRIE INDEPENDENT SCHOOL DISTRICT
AUXILIARY SERVICES PERFORMANCE APPRAISAL**

EMPLOYEE _____ POSITION _____

DEPARTMENT/CAMPUS _____ DATE _____

This appraisal instrument is comprised of five areas of performance and the 24 performance indicators. Please place an X in the appropriate column:

Needs Improvement	Meets Expectations	Exceeds Expectations
----------------------	-----------------------	-------------------------

A. PERFORMANCE RESPONSIBILITIES

- | | | | |
|--|-------|-------|-------|
| 1. Performs assigned tasks successfully, in an appropriate manner, and in accordance with directions, with minimal co-worker assistance. | _____ | _____ | _____ |
| 2. Keeps work area and/or work vehicle clean and organized. | _____ | _____ | _____ |
| 3. Works well with others, as assigned. | _____ | _____ | _____ |
| 4. Work is professional and requires minimal oversight from supervisor. | _____ | _____ | _____ |
| 5. Knows assignment and works effectively. | _____ | _____ | _____ |
| 6. Completes assigned tasks within allotted time. | _____ | _____ | _____ |

B. DRESS CODE

- | | | | |
|--|-------|-------|-------|
| 1. Wears proper uniform and identification. | _____ | _____ | _____ |
| 2. Keeps uniform clean and well-maintained. | _____ | _____ | _____ |
| 3. Practices proper hygiene. | _____ | _____ | _____ |
| 4. Wears regulation safety equipment, when required. | _____ | _____ | _____ |

C. ATTENDANCE

- | | | | |
|--|-------|-------|-------|
| 1. Maintains attendance within acceptable department standards and Board policies. | _____ | _____ | _____ |
| 2. Reports to work on time and stays for entire work day. | _____ | _____ | _____ |
| 3. Informs supervisor when absent. | _____ | _____ | _____ |
| 4. Calls before work assignment time to report absence from work. | _____ | _____ | _____ |

**D. DEPARTMENT/DISTRICT
POLICIES AND PROCEDURES**

- 1. **Complies with lunch and breaks policy.** _____
- 2. **Maintains proper safety and security precautions, and respects District property.** _____
- 3. **Limits personal phone calls, except in emergencies.** _____
- 4. **Follows all other district policies and procedures.** _____

E. INTERPERSONAL SKILLS

- 1. **Uses appropriate, courteous, and professional language.** _____
- 2. **Maintains good working relationships with co-workers and supervisors.** _____
- 3. **Uses tact and good judgment in conversations with school employees, students, vendors, and general public.** _____
- 4. **Keeps and displays a positive attitude.** _____
- 5. **Maintains confidentiality and professionalism with peers and supervisors.** _____

Comments:

Employee Name (Print) _____

Employee Signature _____

Date _____

Supervisor _____

Date _____

Reviewer _____

Date _____

Date of Performance Appraisal Conference _____