

SOUTHFIELD PUBLIC SCHOOLS
**S-MESPA EMPLOYEE
 PERFORMANCE APPRAISAL**

EMPLOYEE'S NAME		
POSITION IN WHICH EMPLOYEE IS EVALUATED	<input type="checkbox"/> PARAPROFESSIONAL	<input type="checkbox"/> SKILLED TRADES
EMPLOYEE STATUS	<input type="checkbox"/> REGULAR (Non-Probationary)	<input type="checkbox"/> PROBATIONARY
APPRAISAL TYPE	<input type="checkbox"/> ANNUAL	<input type="checkbox"/> 30TH WORK DAY <input type="checkbox"/> 90TH WORK DAY/FINAL
NAME OF ADMINISTRATOR WORK LOCATION		
NAME OF EVALUATOR(S)		
DATE OF EVALUATION (Month/Date/Year)		

This appraisal form must be completed by the employee's immediate supervisor and submitted to the Division of Human Resources on or before:

- June 30th of each year of employment (Non-Probationary/Regular Employees)*
- Employee's thirtieth (30th) and ninetieth (90th) workdays*(Probationary Employees)

***Supervisor must also submit a final evaluation narrative** (in the space provided at the end of the evaluation form) **before employee's probationary period expires.**

The evaluation report form, after being discussed with the paraprofessional will be forwarded to the Human Resources where it will become a part of the paraprofessional's personnel file. A minimum of one evaluation report form shall be completed and forwarded to Human Resources prior to the end of the paraprofessional probationary period.

The comments sections must be used to indicate the specific nature of the performance, the observations which the evaluator has relied on to form this conclusion, and specifically how improvement would be accomplished if needed. *The "evaluator(s) are to mention specific strengths, weaknesses, or add general comments and suggestions to illustrate or explain ratings given. Space for such comments is provided at the end of each section.*

A paraprofessional who disagrees with the content of the evaluation report may, within ten (10) days, request a meeting with the immediate supervisor of the administrator who submitted the report. Additionally, a paraprofessional may file a letter of dissent, which shall be placed in their personnel file and attached to the evaluation.

Indicate for each item the rate you consider most appropriate for the employee.

H	Highly Effective	performs beyond job expectations
E	Effective	meets job expectations
M	Minimally Effective	needs improvement in order to meet job expectations
I	Ineffective	supporting statement and/or documentation required

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The evaluator must evaluate the employee on all of the criteria listed below.

JOB KNOWLEDGE / QUALITY OF WORK		H	E	M	I
1	Possesses appropriate expertise to perform job at a professional level	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2	Takes opportunities to increase knowledge of relevant job skills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3	Complete assignments accurately and in a timely and efficient manner	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4	Shares knowledge with co-workers	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5	Remains current on level of professional/technical knowledge	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6	Maintains and uses equipment appropriately	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Comments

PROFESSIONAL / PERSONAL ATTRIBUTES		H	E	M	I
1	Is dependable, punctual and maintains acceptable attendance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2	Performs work in an orderly manner	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3	Works independently and with others	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4	Accepts responsibilities of job willingly	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5	Engage in the performance of work duties	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6	Adheres to the District's dress code policy	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7	Demonstrates flexibility by adapting to changes in priorities and the work environment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Comments

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ACCOUNTABILITY		H	E	M	I
1	Consistently provides timely and high quality work	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2	Adheres to established work and meeting schedules	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3	Meets assigned deadlines without additional prompting by supervisor or others	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4	Follows established call-in procedures for the work location	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5	Demonstrates the ability to maintain confidential information	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6	Not only demonstrates specific job skills, but also takes the initiative to learn higher level skills that enhance the ability to contribute to the organization	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7	Assists coworkers in response to fluctuations in workloads	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Comments

COMMUNICATION / INTERPERSONAL RELATIONS		H	E	M	I
1	Provides accurate and timely information (oral/written)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2	Actively listens to others	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3	Works in an open manner, shares information with others to get the job done	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4	Responds in a prompt and friendly manner to requests and inquiries	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5	Meets routinely with supervisor and key customers to exchange information and clarify expectations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6	Treats others with respect	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7	Demonstrates tact and diplomacy when resolving conflicts, addressing concerns directly with the individual(s) involved	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8	Takes initiative to address concerns with other staff in a timely manner promoting understanding and cooperation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9	Contributes to a positive work environment through their interactions with others	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10	Accepts feedback, is open to new ideas, and handles conflict constructively and diplomatically	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11	Relates to students effectively	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Comments

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**Overall
Rating**

H
(Highly Effective)

☐

E
(Effective)

☐

M
(Minimally Effective)

☐

I
(Ineffective)

☐

SUGGESTIONS/COMMENTS:

(This space may be used for the **FINAL EVALUATION NARRATIVE** as well)

FINAL EMPLOYMENT RECOMMENDATION:

For Probationary Employees Only

Employee has completed his/her probationary period and is being recommended for Regular Employment with Southfield Public Schools. _____

Employee has completed his/her probationary period but **is not** being recommended for Regular Employment with Southfield Public Schools. _____

Signature of Evaluator(s):

Date:

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I have reviewed this evaluation with my supervisor and have a copy for my files.

Employee's Signature:

Date:

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