

**INTERLAKE SCHOOL DIVISION  
Employee Performance Appraisal**

- 5 GOOD** –Consistently performs at a level above what might be expected of a fully competent person in this position.
- 4 SATISFACTORY** –Meets the requirements of this position in a competent manner.
- 3 IMPROVING** –Is making an effort to meet all the requirements of this position.
- 2 IMPROVEMENT NEEDED** –Does not meet all the requirements of this position.
- 1 UNSATISFACTORY**– Fails to meet the minimum requirements of this position.

<b>RATING FACTORS</b>	<b>RATING 1 - 5</b>
Comments are required for ratings of 1 or 2.	
<b>QUALITY OF WORK</b> –Indicates the timeliness and accuracy of the work and the general appearance and completeness of the finished product.	
<b>QUANTITY OF WORK</b> – Describes the individual’s demonstrated ability to handle the volume of work. It will indicate how the individual utilizes time and the speed and consistency of the work that is completed.	
<b>JOB KNOWLEDGE</b> – Describes the individual’s demonstrated knowledge of the duties involved in this position. It will indicate the individual’s awareness of divisional, school and departmental policies and procedures and of the equipment and machinery that may be required to be used in the position.	
<b>ADAPTABILITY</b> – Describes the individual’s demonstrated ability to generate new	

COMMENTS SPECIFIC TO THIS POSITION:

Supervisor's Signature \_\_\_\_\_ Date: \_\_\_\_\_

Employee's Comments:

I have read the foregoing and wish to make the following comments:

Employee's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Note: Signature of the employee indicates that the employee has discussed the evaluation with their immediate supervisor.