

DANVILLE SCHOOL DISTRICT 118  
Danville, Illinois

EVALUATION OF NONCERTIFICATED PERSONNEL

Name of Employee: \_\_\_\_\_ Building: Elementary School  
Job Assignment: \_\_\_\_\_ Years on Present Job: \_\_\_\_\_ Years in District: \_\_\_\_\_

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1 = Satisfactory  
2 = Improvement Needed

- I. PERFORMANCE OF JOB TASKS: EFFICIENT, ACCURATE, THOROUGH -----  
Comment: \_\_\_\_\_
  
- II. RELATIONSHIP WITH OTHER STAFF MEMBERS: COOPERATIVE, COURTEOUS -----  
Comment: \_\_\_\_\_
  
- III. ATTENDANCE AND PUNCTUALITY: RARELY ABSENT, SELDOM LATE -----  
Comment: \_\_\_\_\_
  
- IV. INITIATIVE: SELF STARTER, SEEKS ADDITIONAL TASKS -----  
Comment: \_\_\_\_\_
  
- V. DEPENDABILITY: ACCEPTS RESPONSIBILITIES -----  
Comment: \_\_\_\_\_
  
- VI. CONFIDENTIALLY: LOYAL, HONEST, TRUSTWORTHY -----  
Comment: \_\_\_\_\_
  
- VII. APPEARANCE: NEAT, WELL GROOMED, APPROPRIATELY DRESSED -----  
Comment: \_\_\_\_\_
  
- VIII. ATTITUDE: POSITIVE, ENTHUSIASTIC, FRIENDLY, TACTFUL -----  
Comment: \_\_\_\_\_

OVERALL PERFORMANCE EVALUATION:

\_\_\_\_\_ Satisfactory                      \_\_\_\_\_ Improvement Needed                      \_\_\_\_\_ Not Satisfactory

USE SPACE BELOW FOR AREAS NEEDING IMPROVEMENT.

USE SPACE BELOW FOR OUTSTANDING AREAS OR COMMENDABLE PERFORMANCE.

The employee and supervisor have discussed this evaluation report and the employee has received a copy.

DATE \_\_\_\_\_ \* Supervisor's Signature \_\_\_\_\_  
DATE \_\_\_\_\_ \* Employee's Signature \_\_\_\_\_

\* Signatures are required but do not necessarily indicate agreement.

WHITE – Employee

CANARY – Supervisor

PINK - Personnel