



# Otsego Northern Catskills BOCES Non-Instructional Personnel Evaluation Form

Employee's Name:

Position:

Completed By:

Rating Period:

Civil Service Status:

Permanent Status

Probationary Status

Provisional Status

Type of Appointment:

Competitive

Non-Competitive

Labor

Exempt

Temporary

## PART 1

**CONDUCT A COMPLETE REVIEW OF THE DUTY STATEMENT. MAKE REVISIONS/UPDATES AND ATTACH TO THE EVALUATION DOCUMENT.**

KEY:	
Superior	Outstanding
Above Average	Reliable/Efficient
Satisfactory	Acceptable
*Needs Improvement	Potential Growth Area
*Unsatisfactory	Well Below Acceptable Standards
* Comments Mandatory	

Superior	Above Average	Satisfactory	Needs Improvement	Unsatisfactory
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### 1. ROUTINE WORK RELATED SKILLS

**a. Quality and Quantity of Work - Accuracy; satisfactory amount of work completed.**

Comments:

Superior	Above Average	Satisfactory	Needs Improvement	Unsatisfactory
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**b. Knowledge of necessary skills - Ability to perform necessary tasks and use necessary equipment.**

                      

Comments:

**2. WORK HABITS**



**a. Attendance; punctuality; dependability.**

                      

Comments:

**b. Organizational skills; ability to meet deadlines.**

                      

Comments:

**c. Confidentiality; discretion.**

                      

Comments:

**d. Initiatives - Ability to work with minimum supervision; resourcefulness; flexibility; creativity; innovation towards improving operations/cost effectiveness.**

                      

Comments:

Superior	Above Average	Satisfactory	Needs Improvement	Unsatisfactory
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**e. Appearance - Cleanliness; grooming; neatness and appropriateness of dress for the job.**

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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**3. COMMUNICATION SKILLS**

**a. Attitude - Toward BOCES; programs and co-workers.**

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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Comments:

**b. Adaptability - Ability to handle stressful situations.**

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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Comments:

**c. Courtesy - Maintains self-control; friendly; polite; tactful.**

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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Comments:

**d. Cooperation - Willingness to work as part of a team; ability to accept constructive criticism.**

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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Comments:

**e. Public relations - Deals effectively with districts and key officials in person or on the telephone.**

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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Comments:

Superior	Above Average	Satisfactory	Needs Improvement	Unsatisfactory
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**4. OVERALL RATING**



PART 2

**AREAS OF PROFESSIONAL GROWTH AND IMPROVEMENT**

A.

B.

C.

**WAYS TO ACCOMPLISH PROFESSIONAL GROWTH AND IMPROVEMENT**

A.

B.

C.



*This evaluation is based upon my observation and knowledge. It represents my best judgement of the employee's performance. A duty statement is attached.*

\_\_\_\_\_  
Signature of Supervisor

\_\_\_\_\_  
Date



*This evaluation and my current duty statement have been reviewed with me in a conference with the evaluator(s). I am aware that a copy of this evaluation is being placed in my personnel file.*

\_\_\_\_\_  
Signature of Employee

\_\_\_\_\_  
Date



RE-EVALUATION NECESSARY       YES       NO

DATE OF RE-EVALUATION

Comments:

***Any written comments the employee wishes to submit may be attached to this evaluation form.***