

## Forsyth Assessment - Classified

Name: \_\_\_\_\_

Position/Site: \_\_\_\_\_

Emp #: \_\_\_\_\_

Appraisal Type			
Pre-Conference (Not Scored) <input type="checkbox"/>	Interim <input type="checkbox"/>	Annual <input type="checkbox"/>	
Performance Standard scoring			
<b>Exemplary</b> The employee <u>continually</u> demonstrates the performance standard and serves as a mentor and role model in this area for others.	<b>Proficient</b> The employee <u>consistently</u> demonstrates the performance standard. This is the expected level of performance.	<b>Needs Development</b> The employee <u>inconsistently</u> demonstrates the performance standard.	<b>Ineffective</b> The employee <u>does not or rarely</u> demonstrates the performance standard.

<b>Performance Standard 1: Productivity and Quality</b> – The employee organizes work and accomplishes assigned tasks with efficiency, thoroughness, and accuracy. The employee demonstrates an understanding of the essential functions of the position and the utilization of resources to meet the system / school / department goals.			
<i>Specific Performance Factors in Standard (Optional)</i>			
<b>Exemplary</b> <input type="checkbox"/>	<b>Proficient</b> <input type="checkbox"/>	<b>Needs Development</b> <input type="checkbox"/>	<b>Ineffective</b> <input type="checkbox"/>
<b>Performance Standard 2: Teamwork and Collaboration</b> – The employee works cooperatively and collaboratively with staff in a respectful and positive manner to support the system / school / department goals.			
<i>Specific Performance Factors in Standard (Optional)</i>			
<b>Exemplary</b> <input type="checkbox"/>	<b>Proficient</b> <input type="checkbox"/>	<b>Needs Development</b> <input type="checkbox"/>	<b>Ineffective</b> <input type="checkbox"/>
<b>Performance Standard 3: Safe Work Practices</b> – The employee works in a careful and conscientious manner and is observant of the well-being and safety of self and others at all times.			
<i>Specific Performance Factors in Standard (Optional)</i>			
<b>Exemplary</b> <input type="checkbox"/>	<b>Proficient</b> <input type="checkbox"/>	<b>Needs Development</b> <input type="checkbox"/>	<b>Ineffective</b> <input type="checkbox"/>
<b>Performance Standard 4: Communication &amp; Customer Service</b> – The employee communicates and relates to students, staff, supervisors, and/or the public in a tactful, courteous, helpful, and confidential manner. The employee demonstrates good listening skills and keeps appropriate supervisors informed of necessary information.			
<i>Specific Performance Factors in Standard (Optional)</i>			
<b>Exemplary</b> <input type="checkbox"/>	<b>Proficient</b> <input type="checkbox"/>	<b>Needs Development</b> <input type="checkbox"/>	<b>Ineffective</b> <input type="checkbox"/>

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**Performance Standard 5: Professionalism** – The employee adheres to the highest standards of professional conduct including, but not limited to, the GA PSC Code of Ethics and the district/school handbook. The employee participates in training and represents Forsyth County Schools in a positive manner.

*Specific Performance Factors in Standard (Optional)*

Exemplary	Proficient	Needs Development	Ineffective
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**Performance Standard 6: Time Management** – The employee arrives to work on time, exhibits good attendance, and completes tasks in a timely manner.

*Specific Performance Factors in Standard (Optional)*

Exemplary	Proficient	Needs Development	Ineffective
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

#### General Comments

#### Employee Comments

Overall Appraisal

\_\_\_\_\_  
Evaluator's Signature

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
(Print Name/Date)

\_\_\_\_\_  
(Print Name/Date)