

School Year:

EVALUATION REPORT FORM

Evaluatee:

Position:

Part I – EVALUATION OF ACCOMPLISHMENT OF OBJECTIVES: Indicate in the rating columns the extent to which the objectives have been accomplished. **FA** means fully achieved, **PA** means partially achieved and **NA** means not achieved.

Category #	Statement of Objectives	Rating

Part II – ASSESSMENT OF OVERALL PERFORMANCE: Indicate in the rating column the status of performance in each of the performance criteria areas. The ratings marks are as follows:

1. Performance was far beyond expectations.
2. Performance exceeded expectations.
3. Performance met expectations.
4. Performance met some expectations but has not consistently achieved expected results.
5. Performance has not met expectations.
6. Not Applicable

	Rating
100 Instruction	
200 Administration	
300 Staff Development	
400 Personnel Evaluation	
500 Student Personnel	
600 Personnel	
700 Professional Growth and Responsibility	
800 Public Relations	
900 Personal Qualifications	



Comments of Evaluator

If necessary attach additional pages.

Comments of Evaluatee

If necessary attach additional pages.

Signatures

Evaluatee _____ **Date** _____

Evaluator _____ **Date** _____

Signature does not signify agreement. Rather only that a conference was held and a copy of the report is received by the evaluatee.