

REBECCA SCHOOL
Performance and Staff Development
Discussion and Review

Name: Christopher Hernandez Job Title: Media Specialist
Department: Media/Admin Reviewer/Supervisor: Tina McCourt
This review covers the period from 01/18 to 06/18

Instructions:

- Give employee the *Employee Self-Review Form* at least one week prior to start of review process.
- Collect and read employee self-evaluation form prior to completing this form.
- Review the ratings definitions listed below. **Remember that a rating of "Meets Expectations" means that the employee is performing well in his or her job.** To ensure that "Exceeds Expectations" and "Exceptional" rankings remain meaningful, use these ratings only when an employee's performance in that area clearly warrants it.
- Check appropriate box indicating degree of performance in each category. **A rating of "Exceptional" or "Unmet Expectations" requires a comment explaining such a rating.**
- Write N/A in the comment space when a category does not apply to the employee.

RATINGS:

- Exceed expectations** – Works in manner considerably above the normal expectations for the position. Work is of high quality and quantity. Frequently exceeds what is expected in the position. Very responsive.
- Meets expectations** – Fully meets and occasionally exceeds the requirements of this performance factor. Performance consistently meets established expectations, requirements, or standards. Has an average response time.
- Improvement needed** – Inconsistently meets the performance factors; performance needs improvement to achieve expectations/standards.
- Unmet expectations** – Fails to meet acceptable performance in this area. This performance level requires remedial action steps to be developed. Performance results are not satisfactory and cannot remain at this level.

Section I – To be completed for all staff members

(A rating of "Exceptional" or "Unmet Expectations" requires a comment explaining such a rating)

Performance Factors	Ratings			
	Exceeds	Meets	Improvement Needed	Unmet
A. Job Skills:				
1. Quality of Work: Accurately and thoroughly applies requisite knowledge and skills necessary to complete work.		✓		
<i>COMMENTS:</i> Always the highest quality and if issues arise then work to fix them.				
2. Quantity of Work: A. Productively and efficiently handles volume of work required by job and meets deadlines.		✓		
<i>COMMENTS:</i> You are always working.				
3. Adapts to Change: Accepts change and effectively adapts to changing requirements and work situations.		✓		
<i>COMMENTS:</i> As shown in taking on this role mid-year.				
4. Self-Motivated: Starts and keeps moving toward objectives on own initiative in order to achieve desired results.	✓			
<i>COMMENTS:</i> You work with very little direction. You see what needs to be done and you do it.				
5. Setting Priorities: Prioritizes and handles many different matters in the appropriate amount of time.		✓		
<i>COMMENTS:</i>				
6. Planning: Develops and organizes tasks and resources to accomplish work objectives.		✓		
<i>COMMENTS:</i>				
7. Child Centered: Uses developmentally appropriate practice.		✓		

COMMENTS:

8. Participates: Bussing, Team Meetings, Staff Development.

✓

COMMENTS:

B. Analytical Skills

Exceeds

Meets

Improvement
Needed

Unmet

1. Problem analysis and solving: Analyzes problems, develops high-quality solutions, and initiates corrective action.

✓

COMMENTS:

Able to see big picture and how things can affect the school.

2. Creative thinking: Suggests and/or develops new and imaginative ways to do things; recognizes new opportunities.

✓

COMMENTS:

↳ Thinking out of the box.

3. Judgment: Reaches objectives, sound, logical and timely conclusions and decisions.

✓

COMMENTS:

I trust your judgment.

C. Communication Skills:

Exceeds

Meets

Improvement
Needed

Unmet

1. Oral communication: A. Capably articulates positive thoughts and ideas in speaking and listens carefully to others.
B. Utilizes positive communications in all interactions.

✓

COMMENTS:

2. Written communication: Writes clearly, concisely, and meaningfully. B. Submitted in a timely fashion and meets all regulatory standards.

✓

COMMENTS:

D. Interpersonal Skills		Exceeds	Meets	Improvement Needed	Unmet
1. Diplomacy: Extends consideration and respect to co-workers, parents and children.			✓		
<i>COMMENTS:</i> Very respectful to all that go to you.					
2. Team Work: A. Demonstrates ability to work with others within and across departments.			✓		
<i>COMMENTS:</i>					
3. Flexible: Willing to fill in at a moment's notice.		✓			
<i>COMMENTS:</i> Always asking where help is needed and pitching in.					
4. Maintains confidences: Handles confidential information without breaking trust or confidences.			✓		
<i>COMMENTS:</i>					
E. Availability for Work		Exceeds	Meets	Improvement Needed	Unmet
1. Attendance			✓		
<i>COMMENTS:</i>					
2. Punctuality			✓		
<i>COMMENTS:</i>					

Utilization of Resources: The degree to which individual has deployed funds, staff or equipment economically and effectively.



COMMENTS:

Section III – To be completed for all staff members

1. Accomplishment and Achievement of Goals:

List major goals and major accomplishments achieved. If multi-year goals apply, indicate milestones reached. If no goals were set, please indicate contributions made in the year (e.g., projects; mentoring or training staff; enhanced service delivery; demonstration of leadership; mastery of skill or knowledge base; team/unit support; committee participation, etc.).

Chris, It has been a true pleasure having you in this position. You have taken on this role with gusto and keep expanding the role. You are thoughtful, considerate and have a clear picture of where you think the school needs to go. I am looking forward to seeing what next year brings.

2. Performance Goals and Developmental Needs

Consider the goals and developmental needs of the employee and outline some specific actions that will be undertaken to address them (e.g., training, special projects, cross-training, professional conference, seminar, committee participation, etc.). *The goals and plans outlined here may pertain to the employee's current role as well as to skill enhancement and development.* Goals should be measurable, observable and realistic. You should be referencing the *Employee Self Review Form* that was completed by the staff member. List at least 2-3 goals and the developmental activity planned to achieve goals.

Performance/Development Goal	Action Plan What are you going to do to achieve this goal?	Target Date or Milestone
Social media	raise influencer score another 20pts.	05/19
Social Media	Increase activity on all social pages + increase followers	01/19
Website	reuse + possibly replace	12/18
Remaining Firm in your No	setting boundaries	ongoing

Section IV – Comments and signatures

Staff member response/comments: (additional pages may be added)

Signatures:

Performance Discussion took place on 6/8/18
(Date)

Staff Member signature: [Signature] Date 6/8/18

This signature verifies that I have participated in a performance and staff development discussion with my manager and have read this document. My signature does not necessarily indicate that I agree with the review.

Supervisor signature: [Signature] Date 6/8/18