



Employee Information

Name _____

Job Title _____ Date _____

Department _____ Manager _____

Review Period _____

Performance Evaluation Type 90 Day Review Annual Developmental/ Re-Evaluation

At Harker, we celebrate our long-standing history and tradition of developing lifelong learners, well-rounded global citizens and kind, respectful individuals. With a deep commitment to academic excellence and civic responsibility, we are honored to guide the young minds of our talented students. Beyond our students, we are committed to developing strong relationships with students' families, supporting the professional development of our teachers and staff, and creating an inspired learning environment for all.

As employees of The Harker School and valuable members of the Harker community, we all apply the school's Values in Action (VIA) to the best of our ability in our daily work lives: greet cheerfully; seek to understand; lean in; discover daily and make a difference in our community. Additionally, in the classroom, our teachers are committed to high standards, engagement and being in the students' corners to help them flourish and succeed in all that they do.

As a learning institution for students, this annual performance and development review for employees contributes to creating an inspired learning environment for all. Thank you for your contributions to The Harker School.

Growth Scale

Exceeds Requirements

Employee's job performance consistently meets and frequently exceeds job requirements and/or responsibilities. Performance at the highly effective level is considered above average in comparison to job requirements and to others performing similar duties.

Meets Requirements

Employee's job performance consistently meets all job requirements and/or responsibilities competently.

Needs Improvement

Employee's job performance meets some but not all job requirements and/or responsibilities. Training, coaching and/or guidance are needed for improvement.

Evaluation

1. Mission & Values: Commits to the philosophy & mission of the school, as demonstrated in each of the school's values in action (VIA): greeting cheerfully, seeking to understand, leaning in, discovering daily, and making a difference.

Assessment of Performance:

Exceeds Requirements Meets Requirements Needs Improvement

2. Attendance/Punctuality: Arrives on time for work each day, is on time for meetings and properly uses accrued sick days and paid time off in compliance with Harker's policies as printed in the school's personnel handbook.

Assessment of Performance:

Meets Requirements Needs Improvement

3. Professionalism, Staff Relations/Leadership, Problem-Solving: Works collaboratively with others, including cooperation, leadership, diplomacy and acceptance to change. Influences, supports and /or motivates staff and coworkers. Recognizes and analyzes problems. Initiates, evaluates and recommends solutions.

Assessment of Performance:

Exceeds Requirements Meets Requirements Needs Improvement

4. Execution of Duties and Responsibilities: Self-motivated to complete responsibilities in a timely and appropriate fashion and works independently with little follow-up needed.

Assessment of Performance:

Exceeds Requirements Meets Requirements Needs Improvement

5. Communication: Effectively uses written and oral communication and keeps managers and colleagues apprised of progress, needs, etc.

Assessment of Performance:

Exceeds Requirements Meets Requirements Needs Improvement

6. Organization: Effectively uses time, skills and resources to complete work.

Assessment of Performance:

Exceeds Requirements Meets Requirements Needs Improvement

7. Annual Individual Goals: Were the annual individual goals from the previous review period met? (Attach goals if available.)

Assessment of Performance:

Exceeds Requirements Meets Requirements Needs Improvement Not Applicable

8. Assessment of Overall Performance:

Exceeds Requirements Meets Requirements Needs Improvement

Performance Strengths

Describe aspects of performance that were noteworthy.

Areas for Growth

Describe areas where performance could/should be improved.

Suggested Goals and Objectives for Next Review Window**Employee's Comments****Verification of Review**

Your signature indicates neither agreement nor disagreement, but it does indicate that you have read the evaluation, it has been discussed with you and that you have had the opportunity to record your comments.

Employee Signature _____ Date _____

Manager Signature _____ Date _____