

**MONTEGO BAY HIGH SCHOOL
PERFORMANCE EVALUATION APPRAISAL FORM
FOR
NON-TEACHING STAFF//EIGSBR#.....**

Employee's Name:

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Department: Bursary

Post..... Date of Employment.....

Period of Evaluation..... Academic Year.....

Reason for Evaluation/Appraisal

Annual Performance Review

Promotion

Training

Other

Overall Rating

Exceeds Expectation 3.5 – 4.0

Area of Concern 1.5 – 2.4

Meets Expectation 2.5 – 3.4

Unsatisfactory 1.0 – 1.4

Total Score

Appraiser Information

Name

Position

Name

Position

Name

Position

Name

Position

Tick the appropriate box to show the rating

4 – Exceeds Expectation

3 – Meets Expectation

2 – Area of Concern

1 – Unsatisfactory

Areas of Performance		Levels of Competence			
	Work Output	4	3	2	1
WO-1	Demonstrates a planned approach towards the preparation and submission of the school’s annual budget				
WO-2	Keeps cash book, ledgers and accounting instruments up-to-date				
WO-3	Monitors the school’s accounts and provides regular updates to the principal				
WO-4	Prepares the required financial reports and presents them to the Board of Management				
WO-5	Prepares all pay-bills in a timely manner				
WO-6	Creates a system which effectively resolves complaints				
WO-7	Participates in professional development activities (seminars, conferences etc.)				
WO-8	Demonstrates competence in using technology to enhance performance				
Rating for WO: No Items <input type="text"/> Total Score <input type="text"/> Average Score <input type="text"/>					
	Leadership and Management				
LM-1	Demonstrates supervisory skills in carrying out coordinating role				
LM-2	Maintains appropriate records related to delegated responsibilities				
LM-3	Actively participates in the implementation of school policies				
LM-4	Makes appropriate decisions about deployment of staff taking into consideration individual employee strengths				
LM-5	Monitors the performance of all staff members assigned to his/her portfolio				
LM-6	Helps promote a culture of accountability				
LM-7	Manages change effectively				
Rating for WO: No Items <input type="text"/> Total Score <input type="text"/> Average Score <input type="text"/>					
	Personal Characteristics				
PC-1	Attends work regularly				
PC-2	Personal decorum and dress are appropriate				
PC-3	Observes strict code of confidentiality				
PC-4	Organizes and presents written information in a clear and effective manner				

Rating for WO: No Items <input type="text"/>						Total Score <input type="text"/>						Average Score <input type="text"/>							
						Areas of Performance						Levels of Competence							
						Interpersonal Skills						4		3		2		1	
IS-1	Builds and maintains rapport with principal and colleagues																		
IS-2	Manages conflicts																		
IS-3	Displays team-building skills																		
IS-4	Commands the respect from all categories of staff																		
IS-5	Communicates appropriately (orally and written).																		
Rating for WO: No Items <input type="text"/>						Total Score <input type="text"/>						Average Score <input type="text"/>							

Supplemental Comment

1. Describe the individual's strongest attributes

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2. Describe the areas needing the most improvement

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3. Through conversation with the appraisee, establish technical (professional) and personal improvement goals against which performance will be measured at the next performance appraisal.

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4. Appraisee comments on rating received, the appraisal process, and future prospects for development and advancement etc.

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Employee's Signature

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Date

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Supervisor's Signature

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Date

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Principal's Signature

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Date

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Chairman's Signature

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Date