

**SERVICE PERSONNEL EVALUATION
MASON COUNTY SCHOOLS**

Job Classification: _____ Name: _____

Location: _____ Date: _____

Probationary: ___ Tenured: ___ Conference Requested Concerning Observation: Yes ___ No ___

RATING: DNMPMS – Does Not Meet Performance Standards

MPS - Meets Performance Standards

EPS - Exceeds Performance Standards

Probationary – 4 Observations/2 Evaluations

Tenured – 2 Observations/1 Evaluation

PERFORMANCE STANDARDS		DNMPMS	MPS	EPS
WORK HABITS				
Comments:				
Work Performance				
Comments:				
Maintains and/or Upgrades Skills				
Comments:				
Conclusion – Overall Job Performance Rating				

Evaluators Signature: _____

Date: _____

Comments: _____

Employee's Signature: _____

Date: _____

Comments: _____

If the employee desires to file a dissenting statement, it must be attached to this evaluation report within five (5) working days of the dated evaluation. Signatures indicate that formal evaluation has been made. Signatures do not necessarily indicate agreement. An appeal may be made to the Superintendent's office as per formal grievance procedure.

OVERALL RATINGS

EPS – Two or more performance standards rated as "exceeds performance standards" and none rated as "does not meet performance standards" shall yield an overall rating of "exceeds performance standards".

DNMPMS – Two or more performance standards rated as "does not meet performance standards" shall yield an overall Rating of "does not meet performance standards".

*** A plan of improvement must be provided on the established form for each indicator that DNMPMS and attached to the evaluation.**