

**SERVICE PERSONNEL OBSERVATION
MASON COUNTY SCHOOLS**

Job Classification: _____ Name: _____

Location: _____ Date: _____

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

RATING: DNMPS – Does Not Meet Performance Standards
 MPS - Meets Performance Standards
 EPS - Exceeds Performance Standards

Probationary – 4 Observations/2 Evaluations Tenured – 2 Observations/1 Evaluation

WORK HABITS

	DNMPS	MPS	EPS
A. Attendance (____ Days Absent)			
B. Observes Established work hours			
C. Complies/rules			
D. Meet schedules/work (order) assignments			
E. Adheres to county policies			
F. Adheres to state/federal regulations			
G. Follows instructions			
H. Dependable			
I. Attitude			
J. Personal appearance (appropriately groomed for classification)			
K. Courteous			
L. Cooperative			
M. Maintains work area in a neat, orderly , safe manner			
N. Equipment/tool care			
O. Inventory control			
P. Conservative			
Q. Initiative (self-starter, self directed) gets along with others			
R. Rapport with students/staff			
S. Confidentially			

WORK PERFORMANCE

A. Work judgement/safe practices			
B. Plans and organizes work			
C. Quality of work			
D. Quantity of work			
E. Accepts responsibility			
F. Efficient under stressful situations (early dismissal, furnace down, flat tire on route, etc.)			
G. Operation of equipment (manual skill)			

MAINTAINS AND/OR UPGRADES SKILLS

A. Strives to improve knowledge of work			
B. Participates in job related training			
C. In-service			

Signature of Employee: _____ Date: _____

Signature of Evaluator: _____ Date: _____