

RUBRIC FOR EMPLOYEE EVALUATIONS

INTERPERSONAL SKILLS

| SECTION | NOT EFFECTIVE | MINIMALLY EFFECTIVE | EFFECTIVE | HIGHLY EFFECTIVE |
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| Professional Working Relationships with Co-Workers | The employee does not attempt to build relationships with co-workers, even after supervisory expectations are given, which causes significant disruption to job assignments and work environment. | The employee does not consistently build relationships. Does not take initiative to get along with co-workers. | The employee is able to establish and maintain professional relationships with co-workers. | The employee is able to build professional relationships with co-workers and helps others to establish a collaborative work environment. |
| Working Relationships with Students, Teachers, Supervisors and Administrators | The employee does not attempt to build relationships with teachers, students, supervisors and administrators, even after supervisory expectations are given, which causes significant disruption to job assignments and work environment. | The employee does not consistently attempt to build relationships with teachers, students, supervisors and administrators. | The employee is able to work with students, teachers, supervisors and administrators to accomplish job assignments with little to no disruption to the work environment. | The employee is able to build effective working relationships with students, teachers, supervisors and administrators that accomplish the missions and goals of the district. |
| Professional Appearance | Employee does not represent the standard of the district. Is not in uniform (if required) or in appropriate attire for their position. Disregard of personal hygiene, | Employee does not consistently represent the standard of the district. Occasionally is not in uniform (if required) or in appropriate attire for their | Employee professionally represents the district. Is in uniform (if required) or in appropriate attire for their position and displays | Employee continually sets the standard of dressing appropriately for position, represents the district in a professional manner, and |

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| | even after supervisory expectations are given. | position. Disregard of expectation for personal hygiene. | acceptable hygiene practices. | maintains acceptable hygiene practices. |
| Behavior & Attitude | Employee does not engage in the operations of the district, creates rumors and gossip about others, is not a participating and collaborative member of the work group, even after supervisory expectations are given. | Does not consistently participate and collaborate as a member of the work group. | Employee engages in the daily operations of the district and does not create disruptions to the work environment, and as needed, participates and collaborates in the work group. | Employee goes above and beyond engaging in the daily operations of the district, encourages others to participate and collaborate in the work group. |
| Department Specific | | | | |