RUBRIC FOR EMPLOYEE EVALUATIONS

INTERPERSONAL SKILLS

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

	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				