

**PERSONNEL SERVICES**

**Policy 4620**  
**(Form 4620)**

**Performance Evaluation**

**Support Staff**

The development of a competent support staff is a major objective of the performance evaluation. All supervisors and/or principals will complete an annual written evaluation on all support staff under their supervision. The following areas will be evaluated:

1. Job knowledge
2. Quality of work
3. Quantity of work
4. Dependability
5. Cooperation
6. Attendance
7. Punctuality
8. Other areas as appropriate for the specific job

This evaluation will be used to improve job proficiency and to determine eligibility for reemployment.