

ES Self-Evaluation- Required

(For ES use as a self-evaluation. Fax, mail, or email to your ES Advisor
between March 1 and March 15 each year)

Education Specialist (please print): _____

ES Advisor: _____ **Date:** _____

Rating Scale:

- Low = Unsatisfactory
- Needs = Needs improvement
- Meets = Meets job requirements
- Mid/High = Exceeds job requirements

Job Knowledge

Weight: 20%

	<i>N/A</i>	<i>Low</i>	<i>Needs</i>	<i>Meets</i>	<i>M/High</i>
Competent in required job skills and knowledge	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Exhibits ability to learn and apply new skills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Keeps abreast of current developments	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Displays understanding of how job relates to others	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Uses resources effectively (Advisor, Handbook)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Overall	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Maintains Accurate Records

Weight: 20%

	<i>N/A</i>	<i>Low</i>	<i>Needs</i>	<i>Meets</i>	<i>M/High</i>
Demonstrates accuracy and thoroughness	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Applies feedback to improve performance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Monitors own work to ensure quality	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Overall	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Submits Timely Records

Weight: 20%

	<i>N/A</i>	<i>Low</i>	<i>Needs</i>	<i>Meets</i>
Completes work in timely manner	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Overall	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Service to Families

Weight: 20%

	<i>N/A</i>	<i>Low</i>	<i>Needs</i>	<i>Meets</i>
Responds to requests for service and assistance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Follows instructions, responds to management direction	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Takes responsibility for own actions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Keeps commitments	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Keeps appointments and is punctual	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Overall	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Communications

Weight: 8%

Exhibits good listening and comprehension
Keeps others adequately informed (parents/school)
Checks email/messages daily and responds promptly

Overall

<i>N/A</i>	<i>Low</i>	<i>Needs</i>	<i>Meets</i>	<i>M/High</i>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Initiative

Weight: 4%

Volunteers readily
Undertakes self-development activities
Asks for help when needed

Overall

<i>N/A</i>	<i>Low</i>	<i>Needs</i>	<i>Meets</i>	<i>M/High</i>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Teamwork

Weight: 2%

Exhibits tact and consideration
Displays positive outlook and pleasant manner
Offers assistance and support to co-workers
Works actively to resolve conflicts

Overall

<i>N/A</i>	<i>Low</i>	<i>Needs</i>	<i>Meets</i>	<i>M/High</i>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Planning & Organization

Weight: 6%

Prioritizes, then plans work schedule
Integrates changes smoothly
Works in an organized manner

Overall

<i>N/A</i>	<i>Low</i>	<i>Needs</i>	<i>Meets</i>	<i>M/High</i>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

FUTURE GOALS

Identify 2 goals you will work on for next year based on this self-evaluation.

1. _____

2. _____

EMPLOYEE COMMENTS:

ES Acknowledgment

I have reviewed this document. If I wish, I may contact my ES Advisor to discuss the contents. My signature means that I have been advised of my performance status and does not necessarily imply that I agree with the evaluation.

ES Signature/Date

ES Advisor Signature/Date