

## CESA 10 PROFESSIONAL PERFORMANCE APPRAISAL (PPA)



*Where service and leadership unite*

### PART II: SELF-EVALUATION

The employee will assess his/her performance using the template below, citing examples or evidence in the "Comments" section. The "evidence" portion of the "SLOs" section above should be updated and noted in the "accomplishments" section at the end.

<b>Employee's Name:</b> <b>Title:</b>	<b>School Year:</b> <b>Department:</b>
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<b>STANDARD 1 – WORK QUALITY:</b> Exhibits quality through thoroughness and accuracy.							
1 - Ineffective	2 - Minimally Effective	3 - Effective	4 - Highly Effective				
Frequently makes mistakes and does not recognize and/or correct them. Work needs to be double checked before submitting to others.	Frequently makes mistakes. Has difficulty recognizing and/or correcting mistakes. Rechecks own work some of the time.	Maintains a high level of quality through thoroughness and accuracy. Demonstrates initiative.	Demonstrates the qualities in the "effective" category and recommends and/or implements quality improvements.				
Is thorough and careful maintaining accuracy and timeliness. Displays a commitment to excellence. Collects and analyzes data or information to make decisions. Accepts new duties or responsibilities. Fulfills responsibilities independently without need for direct supervision.			1 [ ]	2 [ ]	3 [ ]	4 [ ]	NA [ ]
			1 [ ]	2 [ ]	3 [ ]	4 [ ]	NA [ ]
			1 [ ]	2 [ ]	3 [ ]	4 [ ]	NA [ ]
			1 [ ]	2 [ ]	3 [ ]	4 [ ]	NA [ ]
			1 [ ]	2 [ ]	3 [ ]	4 [ ]	NA [ ]
Comments:			Rating:				

**STANDARD 2 – JOB KNOWLEDGE/SKILLS:** Demonstrates knowledge and skills needed to perform required tasks.

1 -Ineffective	2 - Minimally Effective	3 - Effective	4 - Highly Effective			
Does not demonstrate the knowledge and skills needed to perform required job tasks. Unable to solve problems without assistance.	Demonstrates the knowledge and skills needed to perform some of the required job tasks. Able to solve most problems with minimal assistance.	Consistently demonstrates knowledge and skills needed to effectively perform required job tasks. Able to solve most problems. Makes recommendations and/or implements job related improvements.	Demonstrates the qualities in the “effective” category and is recognized by others as a resource or subject matter expert.			
Competent in required job skills and knowledge.		1 [ ]	2 [ ]	3 [ ]	4 [ ]	NA [ ]
Keeps abreast of current developments and change in K-12 education.		1 [ ]	2 [ ]	3 [ ]	4 [ ]	NA [ ]
Keeps abreast of current developments and best practices in field.		1 [ ]	2 [ ]	3 [ ]	4 [ ]	NA [ ]
Aware of agency/district goals, desired services, and responsibilities of service contract.		1 [ ]	2 [ ]	3 [ ]	4 [ ]	NA [ ]
Engages in professional growth activities.		1 [ ]	2 [ ]	3 [ ]	4 [ ]	NA [ ]
Comments:				Rating:		

**STANDARD 3 – TEAMWORK/COOPERATION:** Functions as a team member and demonstrates cooperation.

1 -Ineffective	2 - Minimally Effective	3 - Effective	4 - Highly Effective			
Does not accept job assignments and/or adapt to changing work conditions. Behavior negatively affects others. Does not make contributions to team efforts. Difficulty resolving conflicts.	Reluctant to accept job assignments and/or adapt to changing work conditions. Seldom makes contribution to team efforts. Has difficulty resolving differences or conflicts.	Willingly accepts job assignments; accepts and supports change. Makes positive contributions to team efforts. Usually able to resolve differences or conflicts in an objective and positive manner. Promotes teamwork and cooperation.	Demonstrates the qualities in the “effective” category and demonstrates the ability to motivate others.			
Makes contributions to department for improvement and operation.		1 [ ]	2 [ ]	3 [ ]	4 [ ]	NA [ ]
Recognizes problems and suggests solutions, requesting help when needed.		1 [ ]	2 [ ]	3 [ ]	4 [ ]	NA [ ]
Establishes and maintains relations.		1 [ ]	2 [ ]	3 [ ]	4 [ ]	NA [ ]
Works cooperatively to support, motivate and assist coworkers.		1 [ ]	2 [ ]	3 [ ]	4 [ ]	NA [ ]
Works actively to resolve conflicts.		1 [ ]	2 [ ]	3 [ ]	4 [ ]	NA [ ]
Comments:				Rating:		

**STANDARD 4 – PROFESSIONALISM/DEPENDABILITY:** Demonstrates professionalism and dependability in setting and meeting commitments/timelines.

1 -Ineffective	2 - Minimally Effective	3 - Effective	4 - Highly Effective
Absent or frequently tardy. Seldom reports in when absent. Requires constant supervision. Most commitments are not completed on time or according to established practice and procedure.	Absent or tardy frequently. Occasionally close supervision is required. Inconsistently meets commitments.	Excellent attendance. Is self-directed, independent, and resourceful and knows when to seek assistance. Consistently meets commitments. Maintains a high level of confidentiality and integrity.	Demonstrates the qualities in the “effective” category and is versatile and adaptable to change. Often goes “above and beyond.”

Adjusts and adapts quickly to new situations and management directions.	1 [ ]	2 [ ]	3 [ ]	4 [ ]	NA [ ]
Gives and accepts criticism and feedback tactfully.	1 [ ]	2 [ ]	3 [ ]	4 [ ]	NA [ ]
Keeps image and service of agency at the forefront.	1 [ ]	2 [ ]	3 [ ]	4 [ ]	NA [ ]
Conscientious regarding punctuality/attendance (arrives at/begins meetings on time).	1 [ ]	2 [ ]	3 [ ]	4 [ ]	NA [ ]
Exhibits tact, consideration and works ethically with integrity.	1 [ ]	2 [ ]	3 [ ]	4 [ ]	NA [ ]
Willingness to work beyond normal work day when needed.	1 [ ]	2 [ ]	3 [ ]	4 [ ]	NA [ ]

Comments:	Rating:
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**STANDARD 5 – COMMUNICATION:** Communicates effectively with others.

1 -Ineffective	2 - Minimally Effective	3 - Effective	4 - Highly Effective
Does not demonstrate effective oral and/or written communication. Does not check for understanding or relay information in a positive manner. Pertinent information is often not relayed to appropriate persons.	Improvement is needed in oral and written communication. Occasionally checks for understanding. Has difficulty relaying information in a positive manner and/or to appropriate persons.	Consistently demonstrates effective oral and written communication. Relays information in a positive and empathetic manner. Follows-up when needed.	Demonstrates outstanding oral and written communication skills. Demonstrates the qualities in the “effective” category and presents thoughts in a confident, logical, and professional manner.

Expresses ideas/thoughts/information clearly/concisely.	1 [ ]	2 [ ]	3 [ ]	4 [ ]	NA [ ]
Organizes and distributes information in a timely manner.	1 [ ]	2 [ ]	3 [ ]	4 [ ]	NA [ ]
Exhibits good listening skills demonstrated by understanding and comprehension.	1 [ ]	2 [ ]	3 [ ]	4 [ ]	NA [ ]
Aware of relevant issues in districts and communicates these issues as needed.	1 [ ]	2 [ ]	3 [ ]	4 [ ]	NA [ ]

Comments:	Rating:
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<b>STANDARD 6 – PLANNING/ORGANIZATION/IMPLEMENTATION:</b> Plans, organizes, and implements individual workload.							
1 -Ineffective	2 - Minimally Effective	3 - Effective	4 - Highly Effective				
Does not meet most deadlines. Ineffective use of organizational and prioritization skills.	Deadlines are sometimes met. Organizational and prioritizing skills need improvement. Occasionally ensures details are covered.	Meets deadlines. Uses planning and organizational skills to achieve results. Ensures details are covered.	Demonstrates the qualities in the “effective” category and is viewed as a mentor in those skills by others.				
Works in an organized, resourceful and connected manner.			1 [ ]	2 [ ]	3 [ ]	4 [ ]	NA [ ]
Prioritizes and plans/organizes work activities.			1 [ ]	2 [ ]	3 [ ]	4 [ ]	NA [ ]
Responds to requests for service and assistance in a prompt manner.			1 [ ]	2 [ ]	3 [ ]	4 [ ]	NA [ ]
Balances team and individual responsibilities.			1 [ ]	2 [ ]	3 [ ]	4 [ ]	NA [ ]
Comments:			Rating:				

<b>ACCOMPLISHMENTS</b>	
Evidence of accomplishments toward SLOs:	Other accomplishments since last evaluation:

<b>CHALLENGES &amp; SUPPORT (Optional)</b>
List any challenges faced since the last evaluation and potential support:

**JOB DESCRIPTION REVIEW**

Within the past six months, I have reviewed the job description for the position(s) I currently hold.

\_\_\_\_\_ (Employee Initials)

Comments or Suggestions for Changes:

**EMPLOYEE'S COMMENTS (Optional):**

*Based on the information provided, I respectfully consider my performance to be:*

Standard	Points
1	
2	
3	
4	
5	
6	
Total	
Average	

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Date