

Non-Instructional Evaluation Process
Shelby County Schools

PRINCIPAL FEEDBACK FORM

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PRINCIPAL FEEDBACK FORM (OPTIONAL)

Employee Name _____ Employee ID# _____

Principal _____ School _____

To assist Central Office Area Managers in providing a comprehensive evaluation for Plant Managers and Nutrition Service Supervisors, principals can provide feedback by rating the employee's performance in the competencies below.

PLEASE USE NIE RUBRIC (APPENDIX K) FOR COMPETENCY SCORING

| Competency | Supervisor Rating | | | | |
|--|--|--------------------|----------------------|--------------------|----------------------------------|
| | 1 | 2 | 3 | 4 | 5 |
| | Significantly Below Expectations | Below Expectations | Meeting Expectations | Above Expectations | Significantly Above Expectations |
| 1. COMMUNICATION | | | | | |
| <p><i>This competency measures how well employees can efficiently share and receive information with co-workers, supervisors, clients and the community at large.</i></p> <ul style="list-style-type: none"> • Clarity/Precision/Efficiency • Timely and Appropriate Urgency • Active Listening • Tactfulness | Specific Evidence to Support Score: | | | | |
| 2. COLLABORATION | | | | | |
| <p><i>This competency measures the strength of an employee's ability to build, shape and use lasting and durable relationships with fellow employees. It also measures an employee's ability to use these relationships for the good of the organization and to be an effective team player in accomplishing district-wide goals.</i></p> <ul style="list-style-type: none"> • Teamwork • Networking/Relationship-building • Reliable/Dependable | Specific Evidence to Support Score: | | | | |
| 3. PROFESSIONALISM AND RESPONSIBILITY | | | | | |
| <p><i>This competency measures an employee's dedication to the district's mission and goals. It also focuses on the employee's attitudes, which affect the outcomes of his or her work, and attention to detail and a commitment to both product and process quality.</i></p> <ul style="list-style-type: none"> • Align Work to District Goals and Priorities • Professionalism and Customer Service • Attendance • Initiative and Detail Orientation • Drive for Excellence, Enthusiasm, and Motivation | Specific Evidence to Support Score: | | | | |
| 4. SELF-MANAGEMENT | | | | | |
| <p><i>This competency measures an employee's effort to continually improve, manage and organize his/her own performance to be as efficient and effective as possible.</i></p> <ul style="list-style-type: none"> • Goal Setting • Invites Feedback and Constructive Criticism • Organization • Prioritization, Scheduling and Time Management | Specific Evidence to Support Score: | | | | |

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| 5. ADAPTABILITY | | | | | |
|---|--|--|--|--|--|
| <p><i>This competency measures how well and competently an employee reacts to and handles adversity, problems, setbacks or dilemmas. It also measures how well an employee can adapt performance to accommodate change or new situations.</i></p> <ul style="list-style-type: none"> • Flexible • Manage Stress • Creativity/Innovation • Accept Various Viewpoints | Specific Evidence to Support Score: | | | | |
| 6. KNOWLEDGE | | | | | |
| <p><i>This competency measures an employee's organizational and job-related knowledge required for success in the position, as well as how effectively one can apply or utilize this knowledge. It also focuses on an employee's competence in specific skills and abilities in his or her position.</i></p> <ul style="list-style-type: none"> • Familiarity of Procedures, Protocols, and Daily Operations • Continual Learning • Awareness of Job Descriptions and Expectations | Specific Evidence to Support Score: | | | | |
| 7. PROBLEM SOLVING | | | | | |
| <p><i>This competency measures an employee's ability to think critically and solve problems he or she faces in the course of his or her work.</i></p> <ul style="list-style-type: none"> • Information Gathering and Decision-Making • Identify Problems and Seek Solutions • Resourcefulness • Conflict Resolution | Specific Evidence to Support Score: | | | | |

Based on the competencies, please list two areas of strength and two areas to strengthen.

AREA(S) OF STRENGTH:

AREA(S) OF IMPROVEMENT:

Employee

Date

Principal

Date