

2026-2027

MONROE COUNTY INTERMEDIATE SCHOOL DISTRICT



HS/EHS HOURLY EMPLOYEES *Performance Evaluation Form*

Updated: August 25, 2026

HS/EHS Hourly Employees Performance Evaluation Form

2026-2027 School Year

This evaluation form is used to provide annual evaluations to Early Head Start and Head Start employees employed directly by Monroe County Intermediate School District (MCISD), excluding bus drivers. All employees must be evaluated annually by June 1. Probationary employees are evaluated using the *HS/EHS Hourly Employee Probationary Performance Evaluation Form*.

Return completed forms to *Human Resources*.

EMPLOYEE INFORMATION

Name/Title of Employee Being Evaluated: _____

Department: _____

Name/Title of Supervisor: _____

Date of Current Evaluation: _____ Date of Last Evaluation: _____

PART 1: DEFINITIONS

Satisfactory: Meets and occasionally exceeds established standards.

Needs Improvement: Sometimes meets established standards but lacks consistency.

Unsatisfactory: Seldom meets established standards.

PART 2: PERFORMANCE

Job Knowledge/Skills

- Employee's understanding of job functions and related job functions.
- Employee's knowledge of pertinent policies and procedures.
- Employee's efforts to keep skills sharp.
- Employee is productive and timely in work production.

☐ Satisfactory ☐ Needs Improvement ☐ Unsatisfactory

Comments:

Organizing Ability

- Employee's efficient and quality use of time.
- Employee's ability to prioritize.
- Employee's ability to effectively handle several assignments simultaneously.

☐ Satisfactory ☐ Needs Improvement ☐ Unsatisfactory

Comments:

Initiative

- Employee is assertive in job-related functions which require action.
- Employee is persistent in job-related functions which require action.
- Employee takes advantage of classes, seminars, and workshops to improve skills.

☐ Satisfactory ☐ Needs Improvement ☐ Unsatisfactory

Comments:

Judgment

- Employee's decisions reflect the capacity to think through a problem and reach an effective and appropriate decision.

☐ Satisfactory ☐ Needs Improvement ☐ Unsatisfactory

Comments:

Adaptability

- Employee works well with others.
- Employee is open to and will try new ideas and suggestions.
- Employee adapts well to new methods or conditions.
- Employee is flexible.

☐ Satisfactory ☐ Needs Improvement ☐ Unsatisfactory

Comments:

Attitude

- Employee displays interest in and enthusiasm for their job and MCISD.
- Employee respects confidences.
- Employee is available for work on a regular and punctual basis.

☐ Satisfactory ☐ Needs Improvement ☐ Unsatisfactory

Comments:

OVERALL RATING OF EMPLOYEE FOR EVALUATION PERIOD

☐ Satisfactory ☐ Needs Improvement ☐ Unsatisfactory

Comments:

PART 3: GOALS

Identify one (1) to three (3) goals to be attained by the employee before their next annual evaluation:

1.

2.

3.

By signing below, I acknowledge and agree that I have discussed all items reviewed on this form with the employee.

Supervisor Signature

Date

By signing below, I acknowledge and agree that I have received a copy of this evaluation and discussed its contents with my supervisor. I understand that my signature does not necessarily represent agreement with this evaluation. I may choose to respond in writing to this evaluation and understand I must do so within five (5) business days. My written response will be attached to this evaluation.

Employee Signature

Date