

## MVWSD Performance Factors

	Performance Factors	O Outstanding	S Satisfactory	SN Support Needed	U Unsatisfactory
1	<b>Skills to Perform Job Duties</b>	Has a comprehensive understanding of the job duties; consistently retains and displays knowledge.	Displays basic understanding of the job duties and skills; retains knowledge and seldom needs retraining.	Has minimal understanding of the job duties and skills; repeats mistakes and sometimes needs retraining.	Lacks understanding of basic job duties and skills; continually repeats mistakes and requires frequent retraining.
2	<b>Quality of Work</b>	Work is exceptionally thorough and error-free.	Work is consistently complete and is usually error-free.	Work is sometimes incomplete and/or contains occasional errors; often requires supervisory review.	Work is frequently incomplete and/or contains excessive errors; requires constant supervisory review.
3	<b>Professional Judgment</b>	Exhibits a high level of judgment in carrying out the duties assigned; makes decisions based on standard practices and past experience.	Uses judgment in carrying out duties assigned; makes decisions based on standard practices with little guidance.	Inconsistently uses professional judgment in carrying out duties assigned; seldom makes decisions based on standard practices and needs much guidance.	Infrequently uses professional judgment in carrying out duties assigned or decisions based on standard practices.
4	<b>Initiative and Resourcefulness</b>	Consistently sets priorities and improves methods and skills for completing duties.	Sets priorities and improves methods and skills for completing duties.	Sometimes sets priorities and improves methods and skills for completing duties.	Seldom sets priorities and improves methods and skills for completing duties.
5	<b>Attendance and Punctuality</b>	Exceptionally dependable; outstanding record.	Dependable; regular and consistent record.	Less than dependable, record inconsistent.	Not dependable; often absent or late.
6	<b>Interpersonal Skills</b>	Exceptionally cooperative; pleasant and helpful. Excellent communication skills.	Cooperative and pleasant. Establishes reasonably harmonious relationships; communicates well.	Sometimes uncooperative and unapproachable. Has some difficulty in establishing harmonious relationships; sometimes interactions require supervisory intervention.	Frequently uncooperative and unapproachable. Has poor interactions that necessitate frequent supervisory interventions.
7	<b>Dependability</b>	Exhibits a high level of dependability; can be relied on to complete every assignment without error and on time.	Exhibits an average level of dependability; will carry out an assignment with few errors in a timely manner.	Seldom is dependable; has trouble carrying out an assignment in a timely manner and often has numerous errors.	Rarely is dependable; is unable/unwilling to carry out an assignment in a timely manner and usually has numerous errors.
8	<b>Takes Responsibility</b>	Willingly accepts responsibility for all aspects of position; sees the work product with a sense of ownership and pride.	Accepts responsibility for all aspects of position; completes all duties within defined parameters.	Seldom accepts responsibility for aspects of position; relies on excuses or blaming of others for problems.	Rarely accepts responsibility for aspects of position; blames others for problems.

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9	<b>Collaboration</b>	Consistently seeks input and actively shares information and ideas. Actively helps organize work efficiently and plans in advance to accomplish team goals.	Shares necessary information at appropriate times; organizes work with others to accomplish team goals in timely manner.	Communicates occasionally when prompted; accomplishes only assigned tasks, unwilling to participate fully to accomplish team goals.	Non-communicative; reluctantly participates in accomplishing team goals.
10	<b>Accepts and Acts on Feedback</b>	Accepts and acts on feedback with confidence.	Accepts and acts on feedback.	Has difficulty accepting and acting on feedback.	Seldom accepts and acts on feedback.
11	<b>Planning/Organizing</b>	Consistently organizes workload and plans in advance.	Organizes workload to accomplish duties in a timely manner.	Needs support to accomplish assigned duties and has difficulty planning in advance.	Usually unable to organize and complete duties as assigned.
12	<b>Adherence to Known District Practices and Procedures</b>	Exhibits a concern for the safety of self and others; anticipates hazards; takes preventative actions and adjusts behaviors to the situation. Follows all known district standards and legal requirements without exception.	Carries out duties in a safe manner and uses safety devices provided; cares for the safety of self and others. Follows all known district standards and legal requirements with few reminders.	Disregards safe working practices; inconsistent in the use of safety devices provided. Often unable to follow all known district standards and legal requirements.	Carries out duties in a careless or reckless manner that endangers self or others. Does not follow known district standards and legal requirements.
13	<b>Operation and Care of Work Area, Equipment and Supplies</b>	Work area and tools are organized, clean and free of defects at all times' all equipment is used in accordance to manufacturer specifications at all times.	Work area and tools are organized; all equipment is used in accordance to manufacturer specifications.	Work area and tools are cluttered; equipment is seldom used in accordance to manufacturer specifications.	Work area and tools are dirty and unorganized; equipment is not used in accordance to manufacturer specifications.