

**STANDARDS FOR QUALITY PROFESSIONAL PRACTICE**  
**CLASSIFIED HEALTH PROFESSIONALS (RN, LPN, HEALTH ASSISTANT)**

**Name:** \_\_\_\_\_ **Position:** \_\_\_\_\_ **Location:** \_\_\_\_\_

**Evaluation Period From:** \_\_\_\_\_ **To:** \_\_\_\_\_ ☐ **Probationary** ☐ **Annual**

	<b>Problem Area</b>	<b>Approaches Standard</b>	<b>Meets Standard</b>
<b>WORK HABITS</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>Consistently performs duties with minimal supervision;</li> <li>Demonstrates accuracy and thoroughness;</li> <li>Takes initiative; self-directed; anticipates future work needs;</li> <li>Seeks to enhance the position and work environment;</li> <li>Completes tasks in a timely manner;</li> <li>Accepts new or different conditions; adjusts quickly; cooperative; flexible;</li> <li>Consistently keeps work organized; carries out duties effectively and efficiently;</li> <li>Displays commitment to excellence;</li> <li>Looks for ways to improve and promote quality;</li> <li>Applies feedback to improve performance;</li> <li>Monitors own work to ensure quality;</li> </ul>	Comments/Goals:		
<b>COMMUNICATION/TEAMWORK</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>Positively communicates with colleagues;</li> <li>Uses effective communication skills with staff and students;</li> <li>Appropriately communicates with/responds to staff, students and parents;</li> <li>Keeps staff and parents adequately informed;</li> <li>Changes approach or method to best fit situation;</li> <li>Responds to e-mails in a timely manner;</li> <li>Follows written and verbal directions;</li> <li>Uses appropriate problem solving and communication skills to work as an effective member of the building and district team;</li> </ul>	Comments/Goals:		
<b>STUDENT SUPPORT</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>Uses technology;</li> <li>Applies new knowledge and skills obtained through staff development trainings;</li> <li>Has knowledge of, and ability to follow, required health, safety and emergency procedures as indicated;</li> <li>Acts as a positive role model for students;</li> <li>Identifies health issues in a timely manner;</li> </ul>	Comments/Goals:		
<b>ATTENDANCE/PUNCTUALITY</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>Regular attendance supports consistency in the work environment.</li> <li>Timely notice is given when absence is anticipated and proper procedures are followed;</li> <li>Arrives prepared to work at designated start time.</li> <li>Works full shift; leaves at designated end time.</li> <li>Consistently follows assigned schedule.</li> </ul>	Comments/Goals:		

	Problem Area	Approaches Standard	Meets Standard
<b>PROFESSIONALISM</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>• Maintains confidentiality, regarding student and school issues, at all times, both at work and after work hours;</li> <li>• Competent in required skills;</li> <li>• Exhibits ability to learn and apply new skills;</li> <li>• Keeps abreast of current developments;</li> <li>• Saves personal tasks for outside of work time;</li> <li>• Exhibits a positive attitude and enthusiasm;</li> <li>• Maintains professional dress and appearance;</li> <li>• Pursues continued education and certification requirement;</li> <li>• Seeks professional growth opportunities as it pertains to job assignment;</li> <li>• Maintains regular attendance and active participation at building/department meetings and trainings;</li> <li>• Accepts and responds appropriately to feedback;</li> <li>• Acts as a resource to parents within the environment;</li> </ul>	Comments/Goals:		

Other Comments:

**NOTE:** Additional information may be attached.

Any added information must be dated and signed by both the evaluator and the employee.

The signature below does not necessarily imply that the employee agrees with the preceding report; only that she/he has seen and discussed it with the evaluator and has been provided a copy. Employee may attach a statement.

Employee Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Evaluator Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Employee Statement attached: ☐ Yes ☐ No