

**CHITTENDEN SOUTH SUPERVISORY UNION
STAFF EVALUATION TOOL**

Employee: _____

Supervisor: _____

Attendance and Punctuality					
Category	1	2	3	4	5
	Unsatisfactory	Improvement is needed	Meets requirements	Exceeds expectations	Outstanding performance
Schedules time off in advance	There have been too many occasions when Employee has taken time off without providing adequate notice.	Employee needs to give more advance notice before he takes time off.	Before Employee takes time off, he gives advance notice whenever possible.	Employee usually works out time off arrangements in advance.	Employee always works out a mutually agreeable time off schedule with his management and co-workers.
Begins working on time	Employee begins work late more frequently than acceptable.	Employee occasionally begins work late.	Employee usually begins work on time.	Employee rarely begins work late.	Employee is consistently ready for work at the scheduled times.
Keeps absences within guidelines	Employee is consistently ready for work at the scheduled times.	His attendance record has not always met the guidelines.	His attendance record meets guidelines.	His attendance record is very good.	His attendance record is one of the best.
Ensures work responsibilities are covered when absent	When late or absent, problems have occurred because Employee failed to confirm that his responsibilities were adequately covered.	When late or absent, Employee has not always confirmed that his responsibilities are covered.	When late or absent, Employee generally makes sure that his responsibilities are covered.	When out of the office, Employee confirms that his responsibilities and commitments are managed.	When out of the office, Employee makes a special effort to ensure that his commitments are met and problems resolved.
Arrives at meetings on time	Employee inconveniences others by being late for meetings.	Employee inconveniences others by often being late for meetings.	Employee is normally on time for meetings and appointments.	Employee is prompt for meetings and appointments.	Employee sets a good example for others by always arriving promptly for meetings and appointments.

