

MS Department of Education
Contract Worker Performance Review Form
 (To Be Completed Twice during Contract Period)

Contractor Name:	Contract Number:
Contract Start & End Date:	Total Amount of Contract:
Title of Contract Worker Position:	
Scope of Work:	
Mid Contract or End of Year Performance Evaluation (Circle One)	
Rating	
1 - Unacceptable	3 - Good
2 - Poor	4 - Excellent

4 - Excellent - This rating reflects a contract worker who has fulfilled 100% of identified deliverables for the MDE Office of _____ in focused area(s) of improvement related to the scope of work.

3 - Good - This rating reflects a contract worker who has met 90% of identified deliverables for the MDE Office of _____ related to the scope of work.

2 - Poor - This rating reflects a contract worker who has met less than 90% and more than 70% of the identified deliverables the MDE Office of _____ related to the scope of work.

1 - Unacceptable - This rating reflects a contract worker who has met less than 70% of the identified deliverables for the MDE Office of _____ related to the scope of work.

Performance Factors

<i>Quality of Work</i> – Exhibits the required level of job knowledge and/or skills to perform the job. Assignments completed by the employee meet quality standards.	4	3	2	1
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<i>Completion of Work</i> – Completes tasks as assigned and meets deadlines.	4	3	2	1
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<i>Communication</i> – Effectively uses written and verbal communication skills to proactively and thoroughly communicate job-related information and knowledge.	4	3	2	1
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<i>Technical Skills</i> - Exhibits the ability to learn and apply new skills, stays apprised of new and current developments, and employs technology to improve efficiencies.	4	3	2	1
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<i>Planning/Organizing</i> – Plans and organizes work, establishes appropriate priorities, anticipates future needs, and completes assignments effectively.	4	3	2	1
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<i>Customer Service</i> – Consistently provides timely and professional service to internal and external customers, treats customers with courtesy, and follows up as needed.	4	3	2	1
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Behavior Factors

<i>Dependability/Accountability</i> – Monitors projects and exercises follow-through, adheres to time frames, arrives on time for meetings and appointments, and responds appropriately to instructions and procedures.	4	3	2	1
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<i>Cooperation/Teamwork</i> – Displays a cooperative attitude toward work assignments and requirements. Demonstrates consideration of others, maintains rapport with others, and helps others willingly.	4	3	2	1
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<i>Initiative</i> – Seeks and assumes greater responsibility, searches for new and more creative ways to improve process, and monitors projects independently.	4	3	2	1
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<i>Adaptability</i> – Adjusts to change in duties, procedures, supervisors, or work environment. Shifts priorities and focuses on tasks outside his/her normal responsibilities when needed.	4	3	2	1
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<i>Judgment/Problem Solving</i> – Effectively analyzes problems, determines appropriate action for solutions, and exhibits timely decisive action.	4	3	2	1
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Comments and evidence for any ratings of “Excellent” or “Unacceptable”

Evaluator's Recommendation

Recommend for future services

Suggestions for improvement (see additional comments and documentation)

Not recommended for future services (See additional comments and documentation)

Follow-Up Activities/Additional Comments

Evaluator's Signature _____ Date _____

Evaluator's Printed Name _____ Evaluator's Title _____

Contract Worker's Signature _____ Date _____