

CSO APPRAISAL GUIDELINES

- Witness to Gospel values in all communications and interactions
- Understanding of and adherence to:
 - *For the Sake of God's Children*
 - *Ethical Standards for Employees*
 - *Acceptable Use of Technology*
 - *Confidentiality Agreement*
- Work quality – *accuracy and completeness*
- Work quantity – *plans, prioritizes, and organizes work effectively; can be counted on to deliver expected volume of work*
- Working relationships – *works cooperatively with others, helps others, and promotes synergy with those with whom he/she works*
- Communication – *communicates effectively and clearly, listens and responds appropriately, uses appropriate lines of communication to convey information and ideas*
- Attendance – *works required days/hours, conscientiously adheres to sick/vacation time policy*
- Punctuality – *to work, scheduled meetings and school events*
- Professional demeanor
- Dependability – *works steadily, follows directions with accuracy, shows initiative, demonstrates pride in work and in the school*
- Job description expectations:

Suggested assessment rating:

| | |
|------------------------------|---|
| Exceeds Expectations: | <i>Exceptional performance / usually exceeds job requirements</i> |
| Meets Expectations: | <i>Meets all job expectations / requirements</i> |
| Needs Improvement: | <i>Performance is below job expectations / requirements</i> |

