

## APPENDIX II

### **Keystone State Reading Association Evaluation Review Process for Independent Contractor**

KSRA recognizes the importance of reviewing the performance of independent contractors. The Executive Committee is responsible for the establishment of guidelines to ensure ongoing supervision and annual evaluation of all independent contractors.

- The performance of paid staff/independent contractors shall be evaluated at least twice during the contract period.
- The evaluation will be based on the goals and objectives of the tasks defined by the job description.
- Paid staff/independent contractors shall be evaluated by the President, Director of Membership, and IRA Coordinator in consultation with other officers and/or committee chairpersons directly involved with services provided.
- A written copy of the performance appraisal shall be provided to the paid staff/independent contractor.
- Performance appraisals shall be reviewed by the Executive Committee before recommendation for rehiring.
- The Executive Committee shall, after thirty day notice, have the right at any time to dismiss independent contractor for neglect of contracted responsibilities, insubordination, violation of any laws of the Commonwealth, or other improper conduct.

**KEYSTONE STATE READING ASSOCIATION**

**PERFORMANCE APPRAISAL**

Employee Name \_\_\_\_\_

Date \_\_\_\_\_

Position \_\_\_\_\_

	Unsatisfactory	Needs Improvement	Meets Expectations	Exceeds Expectations
<b>I. PERFORMANCE FACTORS</b>				
<b>A. QUALITY OF WORK</b>				
1. Accuracy				
2. Thoroughness, neatness of finished work				
<b>B. QUANTITY</b>				
1. Assignments are completed on time.				
2. Volume of work meets level expected in this position.				
<b>C. RELATIONSHIP WITH PEOPLE</b>				
1. Readily accepts assignments				
2. Readily accepts suggestions or criticisms related to job performance.				
3. Demonstrates a willingness to help when aid is requested.				
4. Works effectively with others.				
<b>D. JUDGMENT</b>				
1. Demonstrates ability to establish priorities among job duties				
2. Demonstrates ethical conduct.				
3. Uses discretion in handling confidential material				
<b>E. ADAPTABILITY</b>				
1. Ability to learn new assignments.				
2. Demonstrates flexibility				

II. Evaluator's Comments and Recommendations for Improvement

---

III. Employee Comments

IV. Overall Evaluation (The overall evaluation rating should be consistent with the above factor ratings and comments and should further reflect the relative importance of all these factors to the actual work requirements of the employee's specific job.)

- Unsatisfactory
- Needs Improvement
- Meets Expectations
- Exceeds expectations

I certify that to the best of my knowledge and belief all entries made hereon are true and without Prejudice or partiality.

\_\_\_\_\_  
(Signature of Evaluator)

\_\_\_\_\_  
(Date)

I have seen this completed appraisal (Check ONE)

I have attached a statement.

I have no statement.

\_\_\_\_\_  
(Signature of Employee)\*

\_\_\_\_\_  
(Date)

\*Signature is an acknowledgement of receiving a copy of this report and does not imply agreement with the report.



