



Consultant Evaluation

PO Number

School/Department Berkshire Elementary

Name of Consultant Elizabeth Moore/The Reading and Writing Project Network, LLC

Contract Period From December 2011 To February, 2012

Rating: 5 - Superior 4 - Satisfactory Plus 3 - Satisfactory 2 - Satisfactory Minus 1 - Unsatisfactory

JOB KNOWLEDGE AND SKILL

1. Technical and procedural know-how to complete the project
2. Knowledge of his/her specialty area
3. Ingenuity, creativity, and innovation
4. General quality of the work performed
5. Student Assessment

	5	4	3	2	1
1.	✓				
2.	✓				
3.	✓				
4.	✓				
5.	✓				

PRODUCTIVITY

1. Services provided matched the specifications of the contract
2. Results produced
3. Ability to meet goals as scheduled
4. Success of the project

1.	✓				
2.	✓				
3.	✓				
4.	✓				

COMMUNICATION

1. Listening skills
2. Returned phone calls, follow-up information, etc. in a timely manner
3. Overall communication skills
4. Overall accessibility/availability

1.	✓				
2.	✓				
3.	✓				
4.	✓				

INTERACTION

1. Working relationships with teachers and/or students
2. Ability to work as part of a team
3. Status updates and information received as the project progressed

1.	✓				
2.	✓				
3.	✓				

RATING: A - Agree D - Disagree N/A - Not Applicable

1. Demonstrates dependability
2. Demonstrates ingenuity/creativity/innovation
3. Performs well under pressure
4. Effective when presenting ideas orally
5. Expresses ideas clearly and uses correct grammar in written communication
6. Listens effectively
7. Provides feedback in a constructive and timely manner
8. Is self-reliant and requires little or no supervision
9. Treats staff and/or students with fairness, respect and integrity.

	A	D	NA
1.	✓		
2.	✓		
3.	✓		
4.	✓		
5.	✓		
6.	✓		
7.	✓		
8.	✓		
9.	✓		

I would hire this consultant again. Yes No

Maria Bishop 3/25/12
 Signature of Evaluator Date
 Maria Bishop
 Print Name of Evaluator



Consultant Evaluation

PO Number

School/Department Berkshire Elementary

Name of Consultant Emily Smith

Contract Period From December 2011 To June 2012

Rating: **5 - Superior 4 - Satisfactory Plus 3 - Satisfactory 2 - Satisfactory Minus 1 - Unsatisfactory**

JOB KNOWLEDGE AND SKILL

1. Technical and procedural know-how to complete the project
2. Knowledge of his/her specialty area
3. Ingenuity, creativity, and innovation
4. General quality of the work performed
5. Student Assessment

	5	4	3	2	1
1.	✓				
2.	✓				
3.	✓				
4.	✓				
5.	✓				

PRODUCTIVITY

1. Services provided matched the specifications of the contract
2. Results produced
3. Ability to meet goals as scheduled
4. Success of the project

1.	✓				
2.	✓				
3.	✓				
4.	✓				

COMMUNICATION

1. Listening skills
2. Returned phone calls, follow-up information, etc. in a timely manner
3. Overall communication skills
4. Overall accessibility/availability

1.	✓				
2.	✓				
3.	✓				
4.	✓				

INTERACTION

1. Working relationships with teachers and/or students
2. Ability to work as part of a team
3. Status updates and information received as the project progressed

1.	✓				
2.	✓				
3.	✓				

RATING: **A - Agree D - Disagree N/A - Not Applicable**

1. Demonstrates dependability
2. Demonstrates ingenuity/creativity/innovation
3. Performs well under pressure
4. Effective when presenting ideas orally
5. Expresses ideas clearly and uses correct grammar in written communication
6. Listens effectively
7. Provides feedback in a constructive and timely manner
8. Is self-reliant and requires little or no supervision
9. Treats staff and/or students with fairness, respect and integrity.

	A	D	NA
1.	✓		
2.	✓		
3.	✓		
4.	✓		
5.	✓		
6.	✓		
7.	✓		
8.	✓		
9.	✓		

I would hire this consultant again. Yes No

Maura Bishop
Signature of Evaluator

6/10/12
Date

Print Name of Evaluator