

**Professional Performance Appraisal System** ©

\_\_\_\_\_  
*Teacher Education Candidate*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Evaluator*

\_\_\_\_\_  
*Evaluator's Position*

\_\_\_\_\_  
*Signature of Evaluator*

**Directions:** The following are characteristics which the education faculty at Dakota State University have identified as important for successful teachers. Please evaluate the student identified above and check only area(s) of concern about that individual. Please explain the circumstances/reasons for your concerns in the comments section of that category. Your comments will allow us to help the student improve performance in those areas you identify.

***I. Responsibility***

- A. Meets obligations/deadlines with ease and promptness
- B. Plans ahead
- C. Complies with procedures and rules
- D. Solicits exceptions only under unusual and legitimate circumstances
- E. Submits work that reflects high personal standards and best effort
- F. Takes reasonable and supportable positions when appropriate

Comments:

***II. Problem-solving Ability***

- A. Posits workable and effective solutions to problems
- B. Uses positive actions to solve problems rather than give up or make excuses
- C. Seeks solutions to problems independently before asking for help
- D. Uses a variety of complex reasoning strategies
- E. Pushes the limits of own knowledge and abilities
- F. Recognizes and accurately describes the limits/barriers to solutions
- G. Understands and knows when to use appropriate and necessary resources
- H. Demonstrates tenacity in pursuit of solutions

Comments:

### **III. Professional Behavior**

- A. Discusses academic and personal concerns at appropriate times and places
- B. Maintains confidentiality
- C. Demonstrates effective interpersonal skills
- D. Functions effectively in a variety of group roles
- E. Solicits and considers alternative viewpoints
- F. Speaks with clarity, fluency, and few grammatical errors
- G. Writes with clarity, fluency, and few grammatical errors
- H. Communicates effectively with diverse audiences

Comments:

### **IV. Social/Emotional Well-being**

- A. Surmounts obstacles in positive and constructive ways
- B. Restraints impulsivity
- C. Displays predictable and stable emotions in a variety of situations
- D. Demonstrates awareness of social conventions and expectations
- E. Analyzes and takes responsibility for own behavior
- F. Accepts constructive criticism positively and modifies behavior appropriately
- G. Sets reasonable self-expectations
- H. Demonstrates respect for the feelings, opinions, knowledge, and abilities of others
- I. Demonstrates ability to learn from both successes and failures
- J. Elicits trust and respect from both peers and supervisors
- K. Maintains composure in stressful or awkward situations
- L. Expresses concerns or dissatisfaction in positive and constructive ways

Comments:

\_\_\_\_\_ Check and initial here if you have no concerns about the student at this time. Please feel free to make any other comments below.

**Return this Form to:**  
College of Education  
Kennedy Center Room 150  
Dakota State University  
Madison, SD 57042

Developed by the College of Education, Dakota State University. Adapted from Pierson, C.A. & Beck, S.S. (1994).