THE SCHOOL DISTRICT OF PALM BEACH COUNTY
Consultant Evaluation

PO NUMBER

School/Department _____

Name of Consultant _____

Contract Period   From _____   To _____

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

JOB KNOWLEDGE AND SKILL

	5	4	3	2	1
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					

PRODUCTIVITY

	5	4	3	2	1
1. Services provided matched the specifications of the contract					
2. Results produced					
3. Ability to meet goals as scheduled					
4. Success of the project					

COMMUNICATION

	5	4	3	2	1
1. Listening skills					
2. Returned phone calls, follow-up information, etc. in a timely manner					
3. Overall communication skills					
4. Overall accessibility/availability					

INTERACTION

	5	4	3	2	1
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					

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

	A	D	N/A
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.			

I would hire this consultant again. ☐ Yes ☐ No

_____   _____
SIGNATURE OF EVALUATOR   DATE

_____
PRINT NAME OF EVALUATOR

PBSD 2075 (New 1/23/2004)   ORIGINAL - Department of Purchasing