

CLASSIFIED EMPLOYEES PERFORMANCE EVALUATION



The performance evaluation report is an aid for classified employees to achieve and maintain high levels of work performance. It is designed as a communications and counseling tool through which employees and their supervisors can formally discuss job performance and can jointly establish performance goals. Informal discussions between the employee and supervisor should be taking place throughout the year.

Evaluation Date:	
School Year	
Name of Employee:	
Classification/Job Title:	
Employment Status:	<input type="checkbox"/> Permanent <input type="checkbox"/> Probation <input type="checkbox"/> Contract/At-will
Department/Office:	
Total Days/Hours Absent from Work: (excluding vacations and school holidays)	_____ Days _____ Hours

Written comments made by the supervisor/administrator shall be discussed with the employee.

Factor Definition

EXCEEDS STANDARDS	MEETS STANDARDS	BELOW STANDARDS
Work performance is consistently and noticeably above a proficient level.	Work performance is consistently at a proficient level. Employee has achieved the expected level of performance.	Work performance is inadequate and inferior; employee has not achieved expected level of performance. This rating must be documented by: <ol style="list-style-type: none"> 1. A statement of the problem or concern 2. The desired improvement 3. Suggestions on how to improve 4. Provisions for assisting the employee

WORK CHARACTERISTICS	Exceed Standards	Meets Standards	Below Standards	Comments Must document evidence for Below Standards Rating
1. WORK PRODUCT Consider job knowledge, job-related judgment, thoroughness, neatness, skill level, employee workload, and volume of output, the extent to which work schedules and established priorities of work assignments are met. <ul style="list-style-type: none"> • Quality of Work • Quantity of Work 				
2. WORK HABITS Consider the dependability, punctuality, ability to comply with instructions, and the ability to work without close supervision.				

SUBMIT ORIGINAL SIGNED EVALUATION FORM TO THE HUMAN RESOURCES OFFICE

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WORK CHARACTERISTICS	Exceed Standards	Meets Standards	Below Standards	Comments Must document evidence for Below Standards Rating
RELATIONSHIP WITH OTHERS Consider how employee maintains collegial and collaborative relations with other employee, staff, students, parents, and the public.				
DEPENDABILITY and RELIABILITY				
JUDGEMENT and INTIATIVE				
ADDITIONAL ESSENTIAL JOB DUTIES				
OVERALL WORK PERFORMANCE				

Comments: Use this space to describe employee's strengths and weaknesses. Give examples of work well done and suggestions of improving performance.

<p><u>Areas of Strength/Commendation:</u></p>
<p><u>Areas of Growth/Needs Improvement:</u></p>

Employee:

1. The signing of this evaluation document is merely an acknowledgement of having seen and discussed the evaluation. Your signature does not necessary imply agreement with the conclusions of your supervisor. If you wish, you may attach an explanation.
2. The employee has 10 working days to attach a rebuttal, if desired, prior to this evaluation being filed in the employee's official personnel file.

NAME	JOB TITLE	SIGNATURE	DATE SIGNED
<i>Administrator</i>			
<i>Employee</i>			

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