



CASTAIC UNION SCHOOL DISTRICT

CLASSIFIED EMPLOYEE EVALUATION REPORT

Employee's Name [Click here to enter text.](#) Status: Probationary Permanent

Job Title [Click here to enter text.](#) Probationary Employees: [Click here to enter text.](#) Evaluation Date [Click here to enter a date.](#)

Work Location [Click here to enter text.](#) Supervisor [Click here to enter text.](#) School Year [Click here to enter text.](#)

Evaluation Report: 3-month Probationary 5-month Probationary 8-month Probationary Permanent Annual Unscheduled

Mark (X) in the appropriate box below. ***Unsatisfactory and Needs Improvement requires statement of explanation in Remarks:**

1. KNOWLEDGE OF WORK: Knowledge of job requirements, judgment, planning, organization of work, and knowledge of safety requirements.	<input type="checkbox"/> UNSATISFACTORY* Needs frequent instructions, even on routine jobs.	<input type="checkbox"/> NEEDS IMPROVEMENT* Has some knowledge of job responsibility, but needs supervision.	<input type="checkbox"/> MEETS EXPECTATIONS Has good working knowledge of job.	<input type="checkbox"/> EXCEEDS EXPECTATIONS Has exceptional knowledge of job.
Remarks: Click here to enter text.				
2. INITIATIVE AND APPLICATION: Resourcefulness, responsibility, adapts to change, independent thinking, initiative, attention and application to his/her work.	<input type="checkbox"/> UNSATISFACTORY* Lacks initiative and application. Needs close supervision.	<input type="checkbox"/> NEEDS IMPROVEMENT* Inconsistent application to duties. Requires direction.	<input type="checkbox"/> MEETS EXPECTATIONS Steady and willing worker. Requires little attention.	<input type="checkbox"/> EXCEEDS EXPECTATIONS Highly industrious, resourceful & exceptionally self-reliant.
Remarks: Click here to enter text.				
3. QUALITY OF WORK: The accuracy and thoroughness of work compared to job description.	<input type="checkbox"/> UNSATISFACTORY* Does not regularly complete work and/or frequent errors.	<input type="checkbox"/> NEEDS IMPROVEMENT* Needs frequent checking. Not always thorough or consistent.	<input type="checkbox"/> MEETS EXPECTATIONS Meets accepted standards regularly. Needs little checking.	<input type="checkbox"/> EXCEEDS EXPECTATIONS Consistently maintains high quality.
Remarks: Click here to enter text.				
4. WORK HABITS/ EFFECTIVE USE OF TIME: Completes tasks in a timely manner. Volume of work consistent with supervisor's requirements. Effective organizational skills.	<input type="checkbox"/> UNSATISFACTORY* Consistently low and/or behind schedule.	<input type="checkbox"/> NEEDS IMPROVEMENT* Volume of work inconsistent.	<input type="checkbox"/> MEETS EXPECTATIONS Steady producer. Regularly meets recognized standards.	<input type="checkbox"/> EXCEEDS EXPECTATIONS Consistent high output.
Remarks: Click here to enter text.				
5. RELATIONS WITH OTHERS: Disposition, tact, cooperation, courtesy, enthusiasm and sincerity in interactions with others.	<input type="checkbox"/> UNSATISFACTORY* Hinders other employees' work.	<input type="checkbox"/> NEEDS IMPROVEMENT* Has difficulty getting along with others.	<input type="checkbox"/> MEETS EXPECTATIONS Creates favorable impression in interacting with others.	<input type="checkbox"/> EXCEEDS EXPECTATIONS Interactions exemplify CUSD Core Values.
Remarks: Click here to enter text.				

CUSD – CLASSIFIED EMPLOYEE EVALUATION REPORT– PAGE 2

Employee Name: Click here to enter text.

School Year: Click here to enter text.

6.DEPENDABILITY: Compliance with instructions and regulations; reliability under varying conditions.	<input type="checkbox"/> UNSATISFACTORY* Frequently undependable.	<input type="checkbox"/> NEEDS IMPROVEMENT* Reliability is inconsistent.	<input type="checkbox"/> MEETS EXPECTATIONS Dependable under normal circumstances.	<input type="checkbox"/> EXCEEDS EXPECTATIONS Thoroughly reliable on assignments, even under adverse conditions.
	Remarks: <u>Click here to enter text.</u>			

7. PUNCTUALITY: Promptness in reporting to work, attendance, and in meeting deadlines.	<input type="checkbox"/> UNSATISFACTORY* Rarely on time, frequently absent and/or late on deadlines.	<input type="checkbox"/> NEEDS IMPROVEMENT* Frequently late for work, absent and/or late on deadlines.	<input type="checkbox"/> MEETS EXPECTATIONS Rarely late for work, absent and/or late on deadlines.	<input type="checkbox"/> EXCEEDS EXPECTATIONS At assigned work station, ready for work, good attendance and meets or exceeds all deadlines.
	Remarks: <u>Click here to enter text.</u>			

8. OVERALL RATING:

UNSATISFACTORY
 NEEDS IMPROVEMENT
 MEETS EXPECTATIONS
 EXCEEDS EXPECTATIONS

If UNSATISFACTORY or NEEDS IMPROVEMENT see attached Page 3 for goals and expectations.

9. SUMMARY STATEMENT INCLUDING COMMENDATIONS AND/OR RECOMMENDATIONS:

Click here to enter text.

(Probationary Status) Recommended for continued employment Not Recommended for continued employment

10. EVALUATOR

Administrator's Name Click here to enter text.

Title Click here to enter text.

Administrator's Signature _____

Date Click here to enter a date.

11. EMPLOYEE: I certify that this report has been discussed with me. I understand my signature does not necessarily indicate agreement and I may add comments within 10 days which will be attached to this evaluation.

Employee's Signature _____

Date _____

Employee's Comment: _____



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CLASSIFIED EMPLOYEE IMPROVEMENT PLAN

The employee has received either an UNSATISFACTORY or NEEDS IMPROVEMENT on this evaluation. An Improvement plan as described below will be followed.

12. Improvement Plan: If a “Needs Improvement” or “Unsatisfactory” mark was given in a prior evaluation and improvement plan developed, evaluator shall assess progress toward improvement plan.	GOALS FROM PREVIOUS EVALUATION			IF FROM PREVIOUS EVALUATION		
		Goal Met	Goal in Progress. Continue to Next Evaluation	Goal Not Met. Explain Below.		
	1. Click here to enter text.	Click here to enter text.	Click here to enter text.	Click here to enter text.		
	2. Click here to enter text.	Click here to enter text.	Click here to enter text.	Click here to enter text.		
	3. Click here to enter text.	Click here to enter text.	Click here to enter text.	Click here to enter text.		

13 . Improvement Plan: If a “Needs Improvement” or “Unsatisfactory” mark is given, state goals for improvement before next evaluation.	GOALS FOR NEXT EVALUATION		
	1. Click here to enter text.		
	2. Click here to enter text.		
	3. Click here to enter text.		

14. EVALUATOR/EMPLOYEE

Administrator’s Signature _____ **Date** _____

Employee’s Signature _____ **Date** _____

Employee’s Comment: _____