

CULVER CITY UNIFIED SCHOOL DISTRICT
PERFORMANCE REVIEW – CLASSIFIED PERSONNEL

Employee's Name _____ Status: Probationary _____ Permanent _____

Job Title _____ Probationary Employees:
 Permanency Date _____ Evaluation Due Date _____

Work Location _____ Instructional Assistants:
 Classroom Teacher/Assignment _____

Evaluation Report: _____ 3-month Probationary _____ 6-month Probationary _____ Annual _____ Unscheduled _____

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

1. KNOWLEDGE OF WORK: Knowledge and understanding of all phases of this job and closely related matters, including 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:				

2. INITIATIVE AND APPLICATION: Resourcefulness, independent thinking, attention and application to his/her work.	<input type="checkbox"/> UNSATISFACTORY* Wastes time. 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:				

3. QUALITY OF WORK: The accuracy and thoroughness with which work meets recognized standards of performance.	<input type="checkbox"/> UNSATISFACTORY* Below standard. Errors repeated.	<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:				

4. WORK HABITS/ EFFECTIVE USE OF TIME: Completes tasks in a timely manner. Effective organizational skills.	<input type="checkbox"/> UNSATISFACTORY* Consistently low and 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:				

5. RELATIONS WITH OTHERS: Disposition, tact, cooperation, courtesy, enthusiasm and sincerity as they affect fellow workers and 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 Consistently promotes harmonious relationships.
Remarks:				

Employee Name: _____

School Year: _____

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: _____			

7. PUNCTUALITY: Promptness reporting to work.	<input type="checkbox"/> UNSATISFACTORY* Rarely on time.	<input type="checkbox"/> NEEDS IMPROVEMENT* Frequently late for work.	<input type="checkbox"/> MEETS EXPECTATIONS Rarely late for work.	<input type="checkbox"/> EXCEEDS EXPECTATIONS At assigned work station, ready for work.
	Remarks: _____			

8. GOALS: Record goals, if applicable, from previous evaluation and record goals for the next evaluation.	GOALS FROM PREVIOUS EVALUATION:	Goal Met	Goal in Progress	GOALS FOR NEXT EVALUATION:
	1.			1.
	2.			2.
	3.			3.

9. OVERALL RATING:

UNSATISFACTORY*
 NEEDS IMPROVEMENT*
 MEETS EXPECTATIONS
 EXCEEDS EXPECTATIONS

10. SUMMARY STATEMENT INCLUDING COMMENDATIONS:

11. Reviewed with employee on _____ and discussed specific suggestions/directions for his/her development as noted below:

12. FOR PROBATIONARY EMPLOYEES ONLY:

<input type="checkbox"/> GRANT PERMANENT STATUS	<input type="checkbox"/> GRANT CONTINUED EMPLOYMENT	<input type="checkbox"/> RECOMMEND TERMINATION
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13. EMPLOYER/EVALUATOR

Administrator's Name _____ Title _____

Administrator's Signature _____ Date _____

14. 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: _____