PERFORMANCE EVALUATION

Classified Personnel

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| --- | --- | --- |
| *Employee Name*  | *3 Mo. 6 Mo. Annual** *If Unscheduled Report Check Here*
 | *Location:* |
| *Position*  | *Current Employee Status:**Temp Prob Permanent* | *Current Merit Pay Status:**IA IB 2* |

PLEASE CIRCLE RATING FOR EACH CATEGORY

3 Far Exceeds District Standards - 2 Exceeds District Standards - 1 Meets District Standards - R Does Not Meet District Standards

|  |  |  |
| --- | --- | --- |
| Quality of Work 1. Job skill level
2. Accuracy, neatness, thoroughness
3. Planning, organization
4. Ability to listen and communicate effectively
5. Competence
 | 321R | *DESCRIBE CURRENT PERFORMANCE/GROWTH OPPORTUNITIES* |
| Quantity of Work1. Volume of acceptable work
2. Extent to which deadlines are met
 | 321R | *DESCRIBE CURRENT PERFORMANCE/GROWTH OPPORTUNITIES* |
| Work Habits1. Judgment, initiative
2. Compliance with instructions, rules and regulations
3. Attendance/punctuality
4. Works with limited supervision
5. Appropriate appearance
 | 321R | *DESCRIBE CURRENT PERFORMANCE/GROWTH OPPORTUNITIES* |
| Teamwork1. Dependability
2. Accepts direction
3. Contributes to creating positive work environment
4. Adaptability, cooperation
 | 321R | *DESCRIBE CURRENT PERFORMANCE/GROWTH OPPORTUNITIES* |
| Caring Environment1. Sensitive and responsive to the needs of stakeholders (students, parents, public, and employees)
2. Ability to communicate a sense of caring to stakeholders
 | 321R | *DESCRIBE CURRENT PERFORMANCE/GROWTH OPPORTUNITIES* |
| Continuous Improvement1. Strives to improve personal effectiveness and skills
2. Makes valuable suggestions for organizational improvement
3. Identifies problems and offers solutions
 | 321R | *DESCRIBE CURRENT PERFORMANCE/GROWTH OPPORTUNITIES* |
|  |  |  |
| Other e.g. special skills, unique contributions, loyalty, involvement in school community |  | *DESCRIBE CURRENT PERFORMANCE/GROWTH OPPORTUNITIES* |
| *Optional**Continuous Improvement Goals**List continuous improvement goals for next evaluation cycle (Completion alone does not form the basis for subsequent evaluations. District adopted performance standards will be used for evaluation.)* |  |  |
|  |  |  |

EMPLOYEE NAME: Page 1A

PROBATIONARY ONLY: I DO I DO NOT RECOMMEND PERMANENT STATUS

 REMEDIATION REQUIRED MERIT PAY RECOMMENDED MERIT PAY NOT RECOMMENDED

EVALUATOR'S COMMENTS:

REMEDIATION PLAN (For each area that receives a rating of "R"):

IF 12 POINTS ACHIEVED AND MERIT PAY NOT RECOMMENDED, EXPLAIN:

EVALUATOR: (Evaluator's Signature) Title Date

EMPLOYEE: I certify that this report has been discussed with me. I understand my signature does not necessarily indicate agreement. I also understand that this Performance Evaluation report will be placed in my personnel file within ten (10) days and that I may attach a written response.

EMPLOYEE SIGNATURE: DATE:

COMMENTS:

Distribution: Original - Personnel Copy - Supervisor Copy - Employee