PERFORMANCE EVALUATION

Classified Personnel

|  |  |  |
| --- | --- | --- |
| *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 | 3  2  1  R | *DESCRIBE CURRENT PERFORMANCE/GROWTH OPPORTUNITIES* |
| Quantity of Work   1. Volume of acceptable work 2. Extent to which deadlines are met | 3  2  1  R | *DESCRIBE CURRENT PERFORMANCE/GROWTH OPPORTUNITIES* |
| Work Habits   1. Judgment, initiative 2. Compliance with instructions, rules and regulations 3. Attendance/punctuality 4. Works with limited supervision 5. Appropriate appearance | 3  2  1  R | *DESCRIBE CURRENT PERFORMANCE/GROWTH OPPORTUNITIES* |
| Teamwork   1. Dependability 2. Accepts direction 3. Contributes to creating positive work environment 4. Adaptability, cooperation | 3  2  1  R | *DESCRIBE CURRENT PERFORMANCE/GROWTH OPPORTUNITIES* |
| Caring Environment   1. Sensitive and responsive to the needs of stakeholders (students, parents, public, and employees) 2. Ability to communicate a sense of caring to stakeholders | 3  2  1  R | *DESCRIBE CURRENT PERFORMANCE/GROWTH OPPORTUNITIES* |
| Continuous Improvement   1. Strives to improve personal effectiveness and skills 2. Makes valuable suggestions for organizational improvement 3. Identifies problems and offers solutions | 3  2  1  R | *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