PERFORMANCE EVALUATION

Classified Personnel

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| --- | --- | --- |
| Employee Name | 3 Mon. Evaluation | Location Name |
| Position | Employee Status: **Probationary** |  |

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

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| --- | --- | --- | --- |
| * Quality of Work * Job skill level * Accuracy, neatness, thoroughness * Planning, organization * Ability to listen and communicate effectively * Competence | 3  2  1  R | Caring Environment   * Sensitive and responsive to the needs of stakeholders (students, parents, public, and employees) * Ability to communicate a sense of caring to stakeholders | 3  2  1  R |
| * Quantity of Work * Volume of acceptable work * Extent to which deadlines are met | 3  2  1  R | Continuous Improvement   * Strives to improve personal effectiveness and skills * Makes valuable suggestions for organizational improvement * Identifies problems and offers solutions | 3  2  1  R |
| * Work Habits * Judgment, initiative * Compliance with instructions, rules and regulations * Attendance/punctuality * Works with limited supervision * Appropriate appearance | 3  2  1  R | Other e.g. special skills, unique contributions, loyalty, involvement in school community |  |
| * Teamwork * Dependability * Accepts direction * Contributes to creating positive work environment * Adaptability, cooperation | 3  2  1  R |

**COMMENTS:**

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:

Distribution: Original - Personnel Copy - Supervisor Copy – Employee P-115A

**PERFORMANCE STANDARDS**

|  |  | **Does Not Meet Standards (R)** | **Meets Standards (1)** | **Exceeds District Standards (2)** | **Far Exceeds District Standards (3)** |
| --- | --- | --- | --- | --- | --- |
| **Quality of Work** | 1. Job Skill Level 2. Competence 3. Accuracy, Neatness, 4. Thoroughness 5. Planning, Organization 6. Ability to Listen and Communicate Effectively | Does not demonstrate skills required for job classification.  Work requires frequent correction.  Work is often incomplete.  Employee demonstrates lack of planning and organization.  Requires frequent repetition of instruction.  Is unable to convey necessary information. | Consistently demonstrates skills necessary for job classification.  Work rarely requires correction.  Work is rarely incomplete.  Employee demonstrates good planning and organization.  Does not require repetition of instruction.  Is able to convey necessary information. | Exhibits skills beyond entry level required for job classification.  Work product is above average and does not need correction.  Employee anticipates needs and plans accordingly.  Requires minimal instruction and adds insight to the conversation. | Exhibits skills beyond entry level required for job classification and shows initiative in the use of those skills.  Uses skills to add value to the product.  Employee anticipates needs, plans accordingly and prepares for contingencies.  Is able to comprehend and articulate complex ideas and instructions. |
| **Quantity of Work** | 1. Volume of Acceptable Work 2. Extent to Which Deadlines Are Met | Time necessary to complete tasks is excessive.  Deadlines are frequently missed. | Tasks are completed in a timely fashion and deadlines are met. | Work is frequently completed ahead of schedule. | Frequently produces more than expected. When tasks are completed ahead of schedule, takes initiative to request additional assignments. |
| **Work Habits** | 1. Judgment, Initiative 2. Attendance/Punctuality 3. Compliance with Instructions, Rules and Regulations 4. Works With Limited Supervision 5. Appropriate Appearance | Uses poor judgment.  Rarely displays initiative.  Does not follow instructions, rules and regulations.  Frequently absent from duty station. Fails to observe prescribed work hours.  Requires constant supervision.  Does not recognize the importance of appearance. | Consistently uses good judgment.  Does things without being told.  Observes work hours and is at duty station as required.  Follows all instructions, rules and regulations.  Works with limited supervision appropriate to job classification.  Recognizes the importance of appearance and dresses appropriately for the position. | Evaluates options in terms of consequences.  Effectively applies new concepts and techniques.  Requires less supervision than indicated in job classification. | Exercises good judgement on behalf of others.  Innovates and creates new and unique methods and procedures.  Requires little or no supervision. |
| **Teamwork** | 1. Dependability 2. Accepts Direction 3. Contributes to Creating Positive Work Environment 4. Adaptability, Cooperation | Does not follow through on commitments.  Does not accept directions or does so reluctantly.  Undermines team effort to achieve goals.  Actively resists change.  Does not work will with others. | Can be relied upon to meet team commitments.  Accepts direction as a contributing member of the team.  Attacks problems/not people.  Adapts to change.  Works well with others. | Seeks direction and input to improve job performance.  Actively engages in teambuilding activities and acts as role model for teamplayer.  Accepts change willingly.  Develops a strong working rapport with others. | Seeks to prevent unproductive/ inappropriate responses to problems.  Understands his or her role within the team and actively participates in aiding the team to achieve goals.  Excels in promoting cooperative team relationships. |
| **Caring Environment** | 1. Sensitive and Responsive To The Needs Of Students, Parents, Public and Employees 2. Ability To Communicate A Sense Of Caring To Stakeholders | Frequently displays insensitive responses to stakeholders. | Is sensitive to the needs of our diverse stakeholders. | Responses to stakeholders communicate sensitivity and a caring attitude. | Develops and implements methods for improving team sensitivity to all stakeholders. |
| **Continuous Improvement** | 1. Strives To Improve Personal Effectiveness And Skills 2. Makes Valuable Suggestions For Organizational Improvement 3. Identifies Problems And Offers Solutions | Does not strive to improve skills beyond entry level requirements.  Does not make suggestions for organizational improvement.  Rarely identifies problems or offers solutions. | Consistently strives to improve personal skills.  Identifies areas for organizational improvement.  Identifies problems only. | Acquires and utilizes new skills.  Offers suggestions to improve organizational effectiveness.  Identifies problems and offers solutions. | Assists others in the acquisition of new skills.  Develops and implements ideas for organizational improvement.  Identifies problems, offers solutions and implements solutions. |