

PERFORMANCE EVALUATION – CLASSIFIED EMPLOYEE

Name _____

Position Title _____

School _____

Evaluation Date _____

Employee Status: Probationary _____ Part-Time _____ Regular _____

FACTOR CHECKLIST

Please use the number below that best describes the performance of the employee for each area listed.

- | | |
|-------------------------|-------------------|
| 1. Exceeded Expectation | 4. Unsatisfactory |
| 2. Meets Expectations | 5. Does not apply |
| 3. Needs to Improve | |

Performance Abilities

Quality of work: With accuracy and with dependability	1	2	3	4	5
Knowledge of work: Understanding of specific job requirements necessary for satisfactory job performance .	1	2	3	4	5
Operation and care of equipment: Knowledge of and effort made to properly utilize materials for the most efficient use.	1	2	3	4	5
Compliance with rules.	1	2	3	4	5
Guards confidentiality.	1	2	3	4	5
Safety Practices: Attempts to carry out job requirements considering the safety of self and others participating in required safety programs.	1	2	3	4	5

Personal Qualities

Attendance and Punctuality: Faithful adherence to hours and days of assigned work.	1	2	3	4	5
Appearance: Appropriateness of dress on the job.	1	2	3	4	5
Staff Relations: Maintaining a satisfactory working relationship with other employees and demonstrating a willingness to work within a group approach to achieve efficient operation.	1	2	3	4	5
Public Relations: Courteous and helpful attention given to other people and an awareness of representing a Public Service Organization.	1	2	3	4	5
Adaptability: The ability to adjust without difficulty to new and changing conditions.	1	2	3	4	5
Initiative: The effort made to attain prescribed goals and respond with minimum direction to new demands and a willingness to accept responsibility or take action not required by job description.	1	2	3	4	5
Dependability: The ability to do required jobs well with a minimum of supervision.	1	2	3	4	5

Comments: (Administrators/Teachers)

Signatures: _____
Evaluator

Employee

