

CLASSIFIED EMPLOYEE PERFORMANCE EVALUATION FORM

Employee's Name:

Review Date:

Position:

Building:

This form is to be completed by the supervisor conducting the evaluation. The completed originals are to be reviewed, signed and retained in the employee's personnel file. The employee is to be provided with a copy of the completed form. Place an "X" in the appropriate boxes and make comments as required below.

1: Quality of Work (Accuracy and thoroughness)

Unsatisfactory Improvements Needed Meets Required Standards Exceeds Required Standards

Comments (Specific comments required for any criteria measure that is below meeting standards).

2. Quality of Relationships (With co-workers, teachers and students)

Unsatisfactory Improvements Needed Meets Required Standards Exceeds Required Standards

Comments (Specific comments required for any criteria measure that is below meeting standards).

3. Initiative (Use of best means to accomplish assigned duties)

Unsatisfactory Improvements Needed Meets Required Standards Exceeds Required Standards

Comments (Specific comments required for any criteria measure that is below meeting standards).

4. **Organization** (Does employee organize tasks? Is employee adaptable to change?)

Unsatisfactory Improvements Needed Meets Required Standards Exceeds Required Standards

Comments (Specific comments required for any criteria measure that is below meeting standards).

5. **Dependability** (Prompt arrival for work and accountability for assigned tasks)

Unsatisfactory Improvements Needed Meets Required Standards Exceeds Required Standards

Comments (Specific comments required for any criteria measure that is below meeting standards).

6. **Cooperation** (Ability to work with others in accomplishing tasks)

Unsatisfactory Improvements Needed Meets Required Standards Exceeds Required Standards

Comments (Specific comments required for any criteria measure that is below meeting standards).

7. **Communications** (Ability to communicate with others as necessary for assigned duties)

Unsatisfactory Improvements Needed Meets Required Standards Exceeds Required Standards

Comments (Specific comments required for any criteria measure that is below meeting standards).

8. **Attitude** (Attitude about assigned duties and about others)

Unsatisfactory Improvements Needed Meets Required Standards Exceeds Required Standards

Comments (Specific comments required for any criteria measure that is below meeting standards).

9. **Courtesy** (Polite attention to co-workers, teachers and students)

Unsatisfactory Improvements Needed Meets Required Standards Exceeds Required Standards

Comments (Specific comments required for any criteria measure that is below meeting standards).

10. **Job Requirements** (Ability to perform essential functions identified)

Unsatisfactory Improvements Needed Meets Required Standards Exceeds Required Standards

Comments (Specific comments required for any criteria measure that is below meeting standards).

Particular Areas of Improved Performance/Strengths

Particular Areas of Performance Identified for Improvements in this Evaluation

I acknowledge receipt of this evaluation

Employee Signature

Date

By _____

_____ **Date**