



# Classified Personnel PERFORMANCE EVALUATION REPORT

Date: \_\_\_\_\_

<b>EMPLOYEE NAME</b>	<b>SUPERVISORS NAME</b>				
<b>JOB CLASSIFICATION</b>	<b>WORK LOCATION</b>				
<p>Please read instructions and criteria before completing this form. Check the appropriate box indicating the level of performance for each of the following that apply to the work of this employee.</p>	<b>Unsatisfactory</b>	<b>Requires Improvements</b>	<b>Meets Standards</b>	<b>Exceeds Standards</b>	<b>Superior</b>
<b>QUALITY</b> -Extent to which employee applies himself/herself to responsibilities and seeks to improve the quality and productivity level of work by initiating action on his/her own to accomplish tasks well.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Notes</i>					
<b>JOB RELATED KNOWLEDGE AND SKILLS</b> - Extent to which the employee's work is free from errors and omissions. Employee is capable of effectively expressing thoughts in a logical manner and sequence.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Notes</i>					
<b>ABILITY TO WORK WITH OTHERS</b> - Extent to which employee willingly cooperates with district employees and the public by providing quality <i>customer service</i> . Practices respect and confidentiality. The employee shows a willingness to accept suggestions and adaptability to change.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Notes</i>					
<b>PERFORMANCE</b> - Employee shows personal accountability when carrying out assigned responsibilities. Ability to maintain standards under pressure. Employee effectively utilizes job related equipment.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Notes</i>					
<b>SAFETY</b> - Extent to which the employee is knowledgeable, and applies proper rules of safety to protect self and others. This includes the safe and responsible use of equipment and tools.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Notes</i>					
<b>ATTENDANCE/PUNCTUALITY</b> - Extent to which employee is present on the job or absent with proper approval. Employee is prompt during scheduled work periods.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Notes</i>					
<b>GROOMING/DRESS</b> - Extent to which employee shows professionalism by adhering to grooming which is appropriate to his/her assignment.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Notes</i>					
<b>GOALS</b> - Extent to which the employee has met the previous year's performance goals.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Notes</i>					
<b>WORK OBJECTIVES /GOAL SETTING-</b> Record specific work objectives and improvement goals to be accomplished during the next period.					
<b>EVALUATOR'S SUMMARY</b>					
<b>EMPLOYEE'S <u>OVERALL</u> RATING (CHECK ONE)</b>					
<input type="checkbox"/> Annual - Due Yearly March through May <input type="checkbox"/> Probationary <input type="checkbox"/> 2 <sup>nd</sup> Month <input type="checkbox"/> 5 <sup>th</sup> Month <input type="checkbox"/> Special					
<b>This employee is recommended for permanent employment</b> <input type="checkbox"/> Yes <input type="checkbox"/> No					
Signature of Evaluator			Title of Evaluator		Date
<i>I have observed this employee's work for 60 days.</i>					
Signature of Co-Evaluator (if applicable)			Title of Co-Evaluator		Date
Signature of Employee					Date
<i>I understand my signature does not necessarily indicate agreement. I certify this report has been discussed with me.</i>					

*Note: This document will not be entered into your personnel file until you have been given (10) working days from this date in which to respond. The response will be attached hereto.*