



CLASSIFIED PERFORMANCE EVALUATION

Employee Name:		Banner ID:	
Position:		Supervisor:	
Probationary: <input type="checkbox"/> First <input type="checkbox"/> Second		Permanent*: <input type="checkbox"/> Scheduled <input type="checkbox"/> Off-Cycle	
<i>*Evaluations for permanent employees are conducted every year.</i>			
Definition of Ratings: (4) Exceeds Expectations (3) Meets Expectations (2) Needs Improvement (1) Unsatisfactory			
PERFORMANCE FACTORS	RATING	COMMENTS	
1. Work Quality: Consider the extent to which work is accurate, neat, well organized, and thorough.			
2. Working Relations: Measurement of ability to work with and through others. Ability to work effectively as part of a group.			
3. Meeting Work Commitments: Extent to which the employee completes work assignments and follows established procedures.			
4. Demonstration of Initiative: Extent to which the employee shows ingenuity in initiating job duties. Readiness to take action.			
5. Dependability and Reliability: Can be relied upon to carry out responsibilities of the position with minimal supervision.			

<p>6. Attendance & Punctuality: Consider the employee's attendance and tardiness.</p>		
<p>7. Safety: Complies with District safety policies and practices. Operates equipment and/or vehicles in a safe manner. Reports any unsafe conditions.</p>		
<p>8. Communication Skills: Ability to get a verbal or written message across in a clear, organized, and appropriate manner. Ability to understand instructions.</p>		
<p>A. Employee Strengths: Discuss areas in which the employee has demonstrated significant strengths or abilities and include goals (i.e. professional development). <i>(Attach additional pages if needed)</i></p>		
Empty space for employee strengths		

B. Growth Opportunities: Discuss areas in which employee demonstrates a need for improvement as well as goals. *(Attach additional pages if needed)*

C. Overall Rating: (4) Exceeds Expectations (3) Meets Expectations (2) Needs Improvement (1) Unsatisfactory

Definition of Ratings: (4) Exceeds Expectations (3) Meets Expectations (2) Needs Improvement (1) Unsatisfactory
*If Overall Rating is (1) Unsatisfactory or (2) Needs Improvement, a **Classified Improvement Plan** must be completed and attached.*

Employee's Comments in Response of Performance Evaluation: *(attach additional sheet if needed)*

Signature by the employee indicates the opportunity to provide a self-evaluation was provided, they have read the performance evaluation, and have received feedback from their supervisor. Signature does not indicate agreement with the performance evaluation. The employee has 10 days following the signature date below to submit a written statement, which will be attached to this evaluation form and placed in the personnel file.

Employee's signature

Date

Evaluator's (Supervisor) signature

Date

Administrator's signature

Date