



Classified Informal Performance Evaluation

(Completed by Employee)

Classified Employee Name: _____ **Employee ID:** _____

Position: _____ **Location:** _____ **Unit Manager Name:** _____

*To be completed by the Employee during the **Informal Year**. See page 6 of the Classified Professional Growth and Evaluation Handbook for directions in completing this informal (self) evaluation.*

Levels of Performance:

Exceeds	Surpasses, excels, superior skills, goes beyond expectations
Proficient	Satisfies, fulfills, and conforms with expectations
Developing	Become better, develop more skills
Unsatisfactory	Needs significant improvement, insufficient, deficient, does not meet the requirements of the position

Professional Growth Continuum: Refer to pages 10-24 of the Classified Professional Growth and Evaluation Handbook, Professional Growth Continuum, to determine the level of performance for each Standard.

Classified Employee Name: _____ Employee ID: _____						
Position: _____ Location: _____ Unit Manager Name: _____						
Does Not Apply	Unsatisfactory	Developing	Proficient	Exceeds	Core Standards	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	CS 1: Job Knowledge & Technical Skills	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		1. Attain, demonstrate, and maintain the required educational, functional, and technical knowledge and skills as defined in individual job description.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		2. Perform job procedures and responsibilities.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		3. Identify and use all available resources including equipment and technology that are necessary for the position.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		4. Demonstrate interest in and ability to acquire and apply new skills, and retain information and implement work knowledge independently.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	CS 2: Communications & Interpersonal Skills
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	5. Share job knowledge and experience to promote unit's overall efficiency and productivity.	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	6. Listen actively and respectfully to others, and ask questions when needed.	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	7. Understand and follow instructions.	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	8. Respond to requests in a timely manner with complete information.	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	9. Demonstrate effective, timely, and professional written communication skills.	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	10. Verbally communicate effectively, by adapting message style and tone to a variety of audiences.	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	11. Communicate in a courteous, tactful and constructive manner, while building effective relationships.	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	12. Contribute to open communication between self and the unit manager.	

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 Position: _____ Location: _____ Unit Manager Name: _____

Does Not Apply	Unsatisfactory	Developing	Proficient	Exceeds	Core Standards	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	CS 3: Work Productivity & Organization	13. Effective use of work time; setting priorities and timelines to accomplish assigned duties in support of the team or program.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		14. Utilize work space and resources to increase efficiency.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		15. Complete assignments within time limits, and work independently.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		16. Prioritize tasks effectively.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		17. Demonstrate initiative.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		18. Keep appropriate records.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	CS 4: Quality of Work & Accountability	19. Produce neat, accurate, thorough, professional work, monitoring process, progress, and results, including correcting own errors.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		20. Maintain high standards, even under circumstances with pressing deadlines.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		21. Organize work responsibilities.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		22. Demonstrate ownership and task-orientation in work.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		23. Use resources efficiently and effectively.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	CS 5: Collaboration	24. Develop cooperation and teamwork while collaborating with co-workers, education partners, and administration to complete tasks and solve problems when appropriate.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		25. Work effectively with all staff and interact with the public in a positive and professional manner.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	CS 6: Problem Solving	26. Make accurate, informed, and independent decisions; demonstrate ability to problem solve.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		27. Use analysis, experience, and logical methods to make good decisions and solve difficult problems.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		28. Consider the systemic effects of decisions on others and the system as a whole.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	CS 7: Professionalism	29. Attend work and work-related activities regularly and on time in order to preserve the continuity of service delivery. <u>Please note:</u> job protected absences and/or leaves will not be considered in determining proficiency in this standard.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		30. Demonstrate flexibility and adaptability to a constantly changing work environment.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		31. Exercise discretion and safeguard confidential information.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		32. Demonstrate knowledge of and/or compliance with workplace expectations, rules, regulations, statutes, policies, agreements, goals, and procedures, and a commitment to supporting and engaging in the District's goals, mission and values.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		33. Delegate and/or demonstrate responsibility and good decision-making.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		34. Participate in and take ownership of personal professional growth.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	CS 8: Student Assistance	35. Treat all persons with respect and civility, value diversity, and resolve conflicts professionally. Develop and maintain professional relationships with colleagues and the public.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		36. Actively support school/department/ district equity goals and activities in creating equitable outcomes for each student.

Classified Employee Name: _____ Employee ID: _____
 Position: _____ Location: _____ Unit Manager Name: _____

Does Not Apply	Unsatisfactory	Developing	Proficient	Exceeds	Core Standards	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	CS 8: Student Assistance	37. Provide a safe and supportive environment for students.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		38. Demonstrate respectful interaction and rapport with students.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	CS 8A: Para-Professional Addendum	39. Contribute to and support the educational environment by understanding routines and procedures of the classroom or group, including student supervision as appropriate.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		40. Assist the licensed educator in organization of activities.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		41. Accurately and independently assists with and prepares lessons, activities, and materials as requested by the licensed educator.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		42. Collect and maintain accurate data as prescribed by the licensed educator.

Employee Comments:

Unit Manager Feedback:

Signatures:

To be signed after informal evaluation meeting.

Employee Signature/Date

Supervisor Signature/Date

NEXT STEPS: Employee retains a completed copy, and Unit Manager forwards the following completed/signed forms to Human Resources by June 30:

- Performance Goals form
- End of Year Goals Assessment form
- Informal Evaluation

Copies: Employee, Unit Manager, Personnel File (HR)