

CLASSIFIED EVALUATION

Puyallup School District
Puyallup, Washington

Name: Last, First, M.I.

School or Dept.

Job Title

Period of Report

Date from:

Date to:

Evaluation Type

Annual

New Hire

Other

GENERAL CRITERIA:

1. RELIABILITY: Accomplishes work with minimal supervision

- Work needs close and regular supervision. Rarely able to work independently.
- Sometimes able to work independently, but work needs more than minimal supervision.
- Performs all duties with minimal supervision. Independent worker.
- Highly independent. Attends to every detail without supervision.

2. ADAPTABILITY: Able to change and cooperate in varying capacities

- Has difficulty making adjustments to different conditions.
- Sometimes has difficulty making adjustments to different conditions.
- Accepts new or different conditions; adjusts quickly, cooperative.
- Highly flexible; can be used effectively in different conditions.

3. INITIATIVE: Displays overall optimism and interest in job

- Negative and/or not interested in job.
- Occasionally lacks optimism and/or lacks interest in some job elements.
- Consistently positive and shows high level interest in job.
- Exceptionally positive; interest in job leads to exceptionally creative and innovative performance.

4. ATTENDANCE/PUNCTUALITY: Displays good habits in attendance and punctuality

- Frequently absent or late. Not dependable.
- Attendance, punctuality, and/or dependability could improve.
- Displays good habits; on time and at work. Dependable.

5. ORGANIZATION: Plans efficiently to execute duties

- Disorganization severely affects job function.
- Disorganization sometimes hampers job function.
- Keeps work organized; carries out duties effectively and efficiently.
- Extremely organized; enhances job function.

6. COMMUNICATION: Exchanges information appropriately

- Use of inappropriate communication skills seriously affects job function.
- Occasional use of inappropriate communication skills hamper job function.
- Consistently uses appropriate communication skills.
- Exceptional use of communication skills enhances job function.

7. WORK PRODUCTION: Produces necessary volume of work accurately

- Produces at unacceptable level; many errors, assignments not complete.
- Produces below what can and should be done.
- Produces at expected level; thorough, accurate, complete.
- Produces above level; exceptionally accurate; extremely high output.

8. SELF-IMPROVEMENT: Enhances overall job performance by self-growth

- Fails to show initiative to improve
- Does not show initiative for improvement on a regular basis.
- Strives for improvement on regular basis.
- Exceptional efforts at self-improvement.

9. WORK KNOWLEDGE AND SKILLS: Accomplishes job-specific criteria

- Unacceptable; does not meet specific criteria.
- Needs improvement; partially or irregularly meets criteria.
- Meets expectations of specific criteria on a regular basis.
- Above expectations of specific criteria at all times.

10. CUSTOMER SERVICE SKILLS: Demonstrates ability and willingness to meet customer needs

- Frequently fails to make an effort to meet customer needs
- Occasionally does not practice appropriate customer service skills
- Meets expectations of customers on regular basis
- Actively seeks to understand and satisfy customer needs

11. TEAMWORK: Displays teamwork skills that enhance organizational effectiveness and support

- Exhibits unwillingness to work effectively in a team setting
- Sometimes has difficulty participating as a team member
- Works cooperatively with all team members
- Seeks opportunities to collaborate with others

OVERALL RATING

Rate the employee on the overall annual performance by marking the appropriate rating:

- Unacceptable Needs Improvement Meets Expectations Above Expectations

Comments To Support Overall Rating (refer to definitions below):*

Areas Of Focus/Goals:

* (ATTACH PLAN FOR IMPROVEMENT IF APPROPRIATE)

NOTE: Additional information may be attached and must be dated and signed by both the evaluator and the employee.

The signature below does not necessarily imply that the employee agrees with the preceding report, but only that he or she has seen and discussed it with the evaluator and has been provided a copy. Employee may attach statement.

Employee _____ Date _____

Evaluator _____ Date _____

Employee statement attached: _____ Yes _____ No

Division Manager _____ Date _____

Overall Rating Definitions

Above Expectations: Performance exceeds the criteria or standards of performance for practically all aspects of the work. Employee performs even the difficult and complex parts of the job competently and thoroughly, including extra or unique tasks assigned. Results show achievements of extremely high value.

Meets Expectations: Performance meets the criteria or standards of performance of the job.

Needs Improvement: Performance meets the criteria or standards of performance for some aspects of the work. However, job objectives are often not met and are generally below expectations or are met with only a minimum level of acceptability. Performance improvement is indicated.

Unacceptable: Performance is below the criteria or standards of performance for almost all aspects of the work. Attainment of primary work objectives has not been met. Improvement is mandatory. Retention of employee at this level may not be warranted.