

## 2022-23 CLASSIFIED STAFF EVALUATION

Employee

Name: \_\_\_\_\_ Employee ID #: \_\_\_\_\_ (required)

Position: \_\_\_\_\_ Evaluator & EID: \_\_\_\_\_

Initial Conference: \* \_\_\_\_\_ Mid-Year Conference: \_\_\_\_\_ Final Review: (signed & received in HR by June 15) \_\_\_\_\_  
(by Jan. 15)

\*Initial Conferences must be completed by: October 1 for less than 200 days; and by August 15<sup>th</sup> for 200 days or more

### Statement of Purpose

In the Thompson School District we believe all classified staff support student achievement. Consistent and meaningful assessment inspires: career growth, quality performance, continuous improvement, and empowerment to succeed. The classified staff evaluation supports the district's mission, vision and district goals.

**4 Exceeds Expectations, 3 Meets Expectations, 2 Needs Improvement, 0 Does Not Meet Expectations**

### Rating System Definitions:

**EXCEEDS:** to go beyond the bounds or limits of; to exceed one's understanding. to surpass; be superior to; excel: Her performance exceeded all the others.

**MEETS:** to comply with; fulfill; satisfy: *to meet a deadline; to meet a demand*

**NEEDS IMPROVEMENT:** partially meets expectations; needs development.

**DOES NOT MEET:** does not comply with; fulfill; satisfy: *to meet a deadline; to meet a demand*

**Standard 1 - Job Knowledge** - Degree of excellence demonstrated by the employee on the job relative to both department and district standards. Other considerations include: duties specified in the job description, need for redoing tasks, skill, and maintenance of optimal work station/site efficiency.

\_\_\_\_\_ 1. Understands job duties, responsibilities and technology needed to maximize job performance

\_\_\_\_\_ 2. Is knowledgeable of techniques, methods and procedures to do the job

\_\_\_\_\_ 3. Quality of Work

\_\_\_\_\_ **Average of Standard 1** (maximum score available = 4.0)

**Evaluator's Comments (required):**



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**Standard 2 - Job Competence** – Considerations include: maintenance of safe and productive work environment, organization and coordination of action(s), care for and order of tools and equipment, need for individual supervision, and overall productivity and efficiency. Ratio of the amount of tasks completed by employee relative to position job description and other assigned duties within the prescribed time frame.

- \_\_\_\_\_ 1. Work Habits/Safety
- \_\_\_\_\_ 2. Quantity of Work
- \_\_\_\_\_ 3. Time Management
- \_\_\_\_\_ 4. Uses all applicable resources appropriately
- \_\_\_\_\_ **Average of Standard 2** (maximum score available = 4.0)

**Evaluator's Comments (required):**

**Standard 3 - Professionalism** - Employee's ability to be trusted, support the goals of the department on the job, and demonstrate task completion and high performance standards. Related areas of consideration include: punctuality, reliability, ability to cooperate and work well with peers, promote coordination of efforts both within work group and with other groups, sense and respond supportively to needs of others, and work to break down communications barriers.

- \_\_\_\_\_ 1. Maintains confidentiality (Rating is either meets or does not meet)
- \_\_\_\_\_ 2. Follows department and district policies and procedures (Rating is either a meets or does not meet)
- \_\_\_\_\_ 3. Teamwork/Collaboration
- \_\_\_\_\_ 4. Appearance/Dress (Rating is either meet or does not meet)
- \_\_\_\_\_ 5. Dependability/Attendance
- \_\_\_\_\_ **Average of Standard 3** (maximum score available = 3.40)



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Evaluator Comments (required):

**Standard 4 - Communication /Interpersonal Skills** - Degree to which employee promotes understanding of and goodwill toward the department, school, and overall district through his/her actions and attitudes. Considerations include: communications; helpfulness to staff, students, and the public; and conflict management; information dissemination; cooperation; and interpersonal skills, cultural proficiency and respect for diversity.

\_\_\_\_\_ 1. Expresses themselves clearly and appropriately

\_\_\_\_\_ 2. Customer Service

\_\_\_\_\_ 3. Public Relations

\_\_\_\_\_ **Average of Standard 4** (maximum score available = 4.0)

Evaluator Comments (required):



## CLASSIFIED STAFF EVALUATION

\_\_\_\_\_ Overall Evaluation Score (maximum score available = 3.85)

### Employee Comments:

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I have reviewed this evaluation and discussed it with my evaluator. My signature indicates that I have been advised of my performance status, and does not necessarily imply that I agree with this evaluation. I understand that I may attach comments on the overall evaluation if I wish or send directly to HR.

### Signatures:

Employee \_\_\_\_\_ Date \_\_\_\_\_

Evaluator \_\_\_\_\_ Date \_\_\_\_\_