

TRACY UNIFIED SCHOOL DISTRICT
Classified Employee Work Performance Report

Name of Employee _____ Department/School _____

Job Title _____ Report Period: From _____

Probationary **Annual** (due March 31) **Special Evaluation** To _____
1st 2nd

- Instructions:
1. Indicate by a check mark in the proper column the description which best describes the efforts of the employee in his/her/assignment.
 2. Items noted as “Needs Improvement” or “Unsatisfactory” are to be explained in “Recommendations for improvement”.

PERFORMANCE INDICATORS	Above Average (Exceeds job requirements a majority of the time)	Satisfactory (Meets job requirements)	Needs Improvement	Unsatisfactory	No Opportunity to Observe
A. ATTITUDE AND COOPERATION					
1. Works effectively with fellow employees					
2. Demonstrates interest and enthusiasm for job					
3. Accepts assignments with courtesy and respect					
4. Implements decisions and policies of department and district					
5. Responds effectively to constructive criticism					
6. Respects confidential information					
7. Follows proper channels of communication					
8. Works effectively with pupils/staff/parents/community					
B. WORK HABITS					
1. Is a dependable worker; makes effective use of time; sets priorities					
2. Work is characterized by neatness and accuracy					
3. Works efficiently; concentrates efforts to assigned tasks					
4. Demonstrates initiative. Requires minimal supervision					
5. Discusses work problems with supervisor					
6. Offers suggestions to improve procedures and/or methods					
7. Implements suggestions offered by supervisor; receptive to new ideas					
8. Exercises good judgment and demonstrates knowledge of duties					
9. Does not waste materials. Takes good care of equipment					
10. Works effectively under stress					
11. Demonstrates good safety practices					
12. Demonstrates understanding of department’s objectives and works effectively toward their achievement					

PERFORMANCE INDICATORS	Above Average (Exceeds job requirements a majority of the time)	Satisfactory (Meets job requirements)	Needs Improvement	Unsatisfactory	No Opportunity to Observe
C. PUNCTUALITY, ATTENDANCE, AND APPEARANCE					
1. Maintains good attendance record; follows district procedures regarding absences					
2. Is punctual					
3. Is neat and clean; dresses appropriately					
D. SUPERVISORY SKILLS (if applicable)					
1. Effectively trains and instructs other employees					
2. Accepts greater responsibility					
3. Demonstrates capacity of completing more difficult work					
4. Effectively organizes work for self and others					
5. Effectively directs and supervises work of others					
6. Demonstrates leadership skills by accepting authority and leading others					

Additional sheet attached

Commendations:

Recommendations for Improvement:

Date: _____ Signature of Supervisor: _____

Comments by Employee: _____

Date: _____ Signature of Employee: _____

It is understood that in signing this evaluation report, the employee acknowledges having read and discussed this report. The employee's signature does not necessarily indicate agreement.