

Clayton County Public Schools
Classified Employee Evaluation Record

____ Mid-Year ____ Annual

Overall Summary: ____ Satisfactory
 ____ Needs Improvement
 ____ Unsatisfactory

Employee Name _____ ID # _____ Date _____

Location _____ Position _____

Rating Scale:

Satisfactory: Accomplishes assigned tasks with little or no supervision
Needs Improvement:: Requires concrete examples and additional supervision. The employee should be in compliance with the plan for improvement.
Unsatisfactory: Requires supervision and has difficulty performing assigned tasks. The employee has not followed the planned program of improvement.

COMPETENCIES

PERFORMANCE RATING

Locally Developed Practice must be attached	Satisfactory	Needs Improvement	Unsatisfactory	Comments
Appearance				
Attendance				
Communication				
Cooperation				
Job Knowledge				
Public Relations				
Punctuality				
Quality of Work				
Quantity of Work				
Utilization of Materials, Equipment & Safety				

Additional Comments: _____

Plan for Improvement/Enhancement: _____

Supervisor's Signature

ID Number

Date

I understand that my signature indicates that I have received a copy of this appraisal and that my supervisor has discussed it with me during a **conference**.

Employee's Signature

Date

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Competencies

Indicators

Appearance	Dresses appropriately and presents personal appearance in keeping with job requirement.
Attendance	Demonstrates regular attendance Does not abuse "Monday-Friday" pattern of absenteeism Does not contribute to morale problems because of absenteeism
Communication	Exhibits effective self-expression Follows verbal and/or written instructions Can relay messages Demonstrates appropriate voice control (tone, volume, etc.)
Cooperation	Shows respect and acceptance of others Offers help to others Works as team member toward school goals
Job Knowledge	Understands role Is adaptable & Flexible Follows appropriate procedures & guidelines Seeks to impart knowledge to others
Public Relations	Is courteous & well-mannered Maintains emotional stability Is positive when dealing with others Represents school and system effectively Maintains confidentiality of school system information
Punctuality	Is prompt reporting to work and follows appropriate schedules
Quality of Work	Is neat and accurate Is attentive to details Completes tasks Strives for perfection Maintains appropriate records
Quantity of Work	Achieves appropriate output Completes work in allotted time Does not waste time Organizes work to achieve efficiency
Utilization of Materials, Equipment & Safety	Keeps work area clean and neat Uses appropriate equipment Employs appropriate safety measures Reports malfunctions and needs promptly Demonstrates understanding & care in handling & operating equipment