Clayton County Public Schools
Classified Employee Evaluation Record

____Mid-Year ____Annual

Overall Summary: ____Satisfactory
____Needs Improvement
____Unsatisfactory

Select one

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** Rate each competency.

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				

Complete if applicable

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

Classified Employee's Locally Developed Practices
Performance Objectives

Name [redacted] Location [redacted] Position [redacted]

Directions: State the objective(s). Statement must specify the level of achievement expected, strategies planned to achieve objective, completion date and the means of measuring progress and/or attainment. At the mid-year conference, the appropriate column may be used to record status, using the following symbols: **PS**=Progress Satisfactory; **PNS**=Progress Not Satisfactory; **U**=Undeterminable at this time (Use comments section to explain).

	Performance Objective (s)	Status As of Mid-Year Conference (PS, PNS, U)	Status At Conclusion of School Year	
			Achieved	Not Achieved
	[redacted]	[redacted]	[redacted] OR	[redacted]
	Number of objectives vary. Complete each section for each objective.			

Initials and dates for preconference, mid-year and annual summary:
Evaluatee_____/Evaluator_____/Date_____ (Pre-Conference)
Evaluatee_____/Evaluator_____/Date_____ (Mid-Year)
Evaluatee_____/Evaluator_____/Date_____ (Annual Summary)

} complete all areas