



Craven County Schools
Performance Excellence Signature Sheet for Classified Employees

Employee Position Site School Year

Fall Employee's Signature: Date:

Evaluator's Signature: Date:

(Please initial for each document reviewed and received)

- Reviewed & Copy Received Signature Sheet
Reviewed & Copy Received General Indicators
Reviewed & Copy Received Individual Growth Plan
Reviewed & Copy Received Employee and Supervisor's Comments

Mid-Year Employee's Signature: Date:

Evaluator's Signature: Date:

(Please initial for each document reviewed and received)

- Reviewed & Copy Received Signature Sheet
Reviewed & Copy Received General Indicators
Reviewed & Copy Received Individual Growth Plan
Reviewed & Copy Received Employee and Supervisor's Comments

Summative Employee's Signature: Date:

Evaluator's Signature: Date:

(Please initial for each document reviewed and received)

- Reviewed & Copy Received Signature Sheet
Reviewed & Copy Received General Indicators
Reviewed & Copy Received Individual Growth Plan
Reviewed & Copy Received Employee and Supervisor's Comments

** Did employee meet performance goal(s)? [] Yes [] No [] Goal(s) to be continued

Name: _____

Site: _____

Year: _____

GENERAL INDICATORS FOR CLASSIFIED EMPLOYEES		FALL				MID-YEAR				SUMMATIVE			
		U	N	S	E	U	N	S	E	U	N	S	E
1.	<i>Demonstrates and supports the Core Values in their work.</i>												
2.	<i>Demonstrates excellent oral and written communication skills.</i>												
3.	<i>Completes assigned tasks in a timely fashion.</i>												
4.	<i>Complies with federal and state laws, as well as local policy and regulation.</i>												
5.	<i>Assists in ensuring that the facility is a safe, clean, and inviting learning and working environment.</i>												
6.	<i>Participates in appropriate workplace staff development.</i>												
7.	<i>Attends work daily and gives 24 hour notice of non-emergency absences.</i>												
8.	<i>Conforms to established dress code and has a professional appearance.</i>												
9.	<i>Maintains confidentiality of school related matters.</i>												
RELATIONSHIP INDICATORS FOR CLASSIFIED EMPLOYEES		FALL				MID-YEAR				SUMMATIVE			
		U	N	S	E	U	N	S	E	U	N	S	E
10.	<i>Demonstrates professional and ethical behavior.</i>												
11.	<i>Demonstrates passion, commitment, and loyalty to the values, priorities, and goals of the Craven County School System.</i>												
12.	<i>Demonstrates strong interpersonal communication and active listening when working with building administrators, students, staff, parents, central services personnel, and others.</i>												
13.	<i>Ensures that materials, reports and other information forwarded to the supervisor and others are carefully prepared, concise, accurate, and received in a timely manner.</i>												
14.	<i>Monitors and reports workplace performance to supervisor</i>												
* U = UNSATISFACTORY N = NEEDS IMPROVEMENT S = SATISFACTORY E = EXCELLENT													

INDIVIDUAL GROWTH PLAN FOR CLASSIFIED EMPLOYEES

Name: _____

Site: _____

Year: _____

EMPLOYEE IMPROVEMENT GOALS

Goal 1– Required: Identify a goal for improvement based on an analysis of your General Indicators results.

Goal 2- Optional: Identify a goal for improvement based on an analysis of your General Indicators results.

Write a brief summary of progress made towards accomplishing your goal(s).

