



## Classified Management and Confidential Employee Performance Evaluation

Employee Name: Last, First, MI

Title

Department/Location

Supervisor's Name

Title

Reporting Period

### Instructions:

For each performance standard, assess the employee's degree of achievement during the reporting period. Using the rating scale below to indicate progress toward meeting each performance descriptor.

- 1 - Exceeds Expectations
- 2 - Meets Expectations
- 3 - Needs Improvement
- 4 - Unsatisfactory
- 5 - Not Applicable

### Performance Standard – Job Knowledge

Rating

Understands major aspects of job duties, responsibilities, and expectations.

Exhibits skills necessary to complete job requirements including an awareness of state mandates, board policies, and funding sources.

Methods used are effective and efficient.

Tasks performed reflect job description guidelines.

Comments:

### Performance Standard – Leadership

Rating

Establishes realistic and attainable goals for department.

Utilizes resources in an efficient, effective, and innovative manner.

Adapts behavior appropriately to situation.

Assesses needs and develops skills of employees.

Encourages, motivates, and inspires employees.

Establishes direction, builds rapport, and maintains group cohesiveness.

Comments:

### Performance Standard – Initiative and Resourcefulness

Rating

Identifies, collects data, and analyzes needs, demands, and circumstances.

Recommends constructive and innovative solutions for solving problems.

Suggests positive and productive changes for professional improvement in self, other personnel, and programs.

Comments:

<b>Performance Standard – Decision Making</b>	<b>Rating</b>
Establishes realistic and attainable goals for department.	
Utilizes resources in an efficient, effective, and innovative manner.	
Uses a systematic process in decision-making.	
Makes timely decisions.	
Assumes responsibility for decisions.	
Decision-making process results in valid conclusions.	
Involves staff in decision making appropriate to the situation.	
<b>Comments:</b>	

<b>Performance Standard – Communication</b>	<b>Rating</b>
Communicates clearly and concisely with various audiences both verbally and in Writing.	
Keeps people informed as appropriate.	
Maintains a system of open communication.	
<b>Comments:</b>	

<b>Performance Standard – Planning and Organizing</b>	<b>Rating</b>
Develops, implements, and evaluates programs, sets goals and objectives, monitors progress, anticipates needs, and adapts programs for efficiency and effective operation.	
Works to continuously improve services.	
Makes effective use of time and meets deadlines.	
Organizes self and others to address changes in demands and priorities.	
<b>Comments:</b>	

<b>Performance Standard – Interpersonal Skills</b>	<b>Rating</b>
Relates to others in a cooperative and professional manner.	
Solicits and gives attention to the problems and opinions of all groups in a courteous manner.	
Shows sensitivity to the needs and reactions of others.	
Operates with integrity, honesty, reliability, and discretion creating a sense of trustworthiness and loyalty in professional relations.	
Present a positive attitude about the organization to others.	
<b>Comments:</b>	

<b>Performance Standard – Coping Skills</b>	<b>Rating</b>
Exhibits flexibility and adapts to change.	
Accepts new ideas readily.	
Responds to unusual situations without undue stress.	
Handles stress in a positive manner.	
Reflects enthusiasm, tact, and commitment to the organization.	

Maintains confidentiality as appropriate.	
<b>Comments:</b>	
<b>Performance Standard – Personnel Management</b>	
	<b>Rating</b>
Actively supports and applies organizational goals, values, policies, and contractual agreements.	
Deploys staff in a productive and efficient manner.	
Delegates responsibility and authority as appropriate.	
Establishes and maintains a positive climate.	
Listens to the concerns of others with understanding.	
Leads by example.	
Stimulates and motivates employees to greater accomplishments.	
Evaluates personnel as required.	
<b>Comments:</b>	
<b>Performance Standard – Fiscal Management</b>	
	<b>Rating</b>
Contributes to the budget-building process.	
Follows established business procedures.	
Operates programs within established budget guidelines.	
Utilizes fiscal, material, and human resources effectively to meet goals and priorities of the department.	
<b>Comments:</b>	
<b>Performance Standard – Professional and Personal Growth</b>	
	<b>Rating</b>
Expands knowledge of technology and professional trends and developments.	
Demonstrates a willingness to learn and master challenges.	
Establishes and maintains high standards for self and staff.	
Participates in appropriate professional growth opportunities to enhance skills.	
<b>Comments:</b>	

<b>Evaluation Summary:</b>
Commendations:

