

Classified Employee Self-Assessment

The Craig City School District Classified Employee Evaluation system is based on the premise that all employees have a commitment and responsibility to continued improvement in their performance. The purpose of the evaluation is to improve your job performance, skill, and expertise through a systematic and constructive evaluation system.

Another purpose of the evaluation system is to record and discuss your **accomplishments and strengths**. Those areas where you excel and have exemplary skills or knowledge should be celebrated. Each employee engaging in honest assessment of their strengths and areas for growth is the foundation of the continuous improvement cycle that makes our district and the work we do the best it can be.

Using the Performance Evaluation Ratings in the table below, complete the Classified Employee Self-Assessment and then give the form to your supervisor, by either emailing it or providing a hard copy. Your supervisor will review your self-assessment in preparation of meeting with you to discuss your work and employment expectations.

Since it informs and gives input to your evaluation, **the Self-Assessment form should NOT be sent to the district office** to be filed in your personnel file. You and your supervisor should maintain a copy for your records.

PERFORMANCE ASSESSMENT RATINGS

RATING	DEFINITION
Unsatisfactory	Minimal or no evidence of employee performing duties at an acceptable level. Performance is clearly inadequate. Immediate corrective measures are required.
Basic	Some evidence of employee performing duties at an acceptable level. Some performance is inadequate. Corrective measures may be necessary.
Proficient	Employee performs duties adequately and effectively. Evidence of meeting expectation.
Exemplary	Employee exceeds performance standard. Evidence of exceeding expectation.

Craig City School District
Classified Employee Self-Assessment

Date:

Employee Name:		Employee No:	
Location/Department:			
Position Title:			

<i>Please rate yourself on each indicator below and send this form to your supervisor. Attach additional comment sheets if necessary.</i>	Unsatisfactory	Basic	Proficient	Exemplary
1. Quality of Work – Work is accurate, thorough, neat, and completed in a timely manner.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Quantity of Work – Effectively produces work in accordance with job description and the district, department, and building needs.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Job Knowledge – Demonstrates knowledge of job duties and their purpose.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Job Skills – Demonstrates skill in job performance, requiring minimal direction.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Flexibility and Adaptability – Learns new tasks and assignments willingly. Handles situations appropriately as they arise, even under stress.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Initiative – Seeks new or additional assignments when appropriate or necessary. Involved in solving problems and offers constructive solutions.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. Judgment and Decision Making – Uses good judgment and makes appropriate decisions.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. Organization – Tasks are organized, prioritized, and planned out. Materials, equipment, and work area are clean, organized, and ready.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9. Efficiency – Tasks are organized and completed efficiently. Materials are organized and used efficiently.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10. Care and Operation of Equipment – Properly maintains and operates equipment.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11. Safety – Follows safety guidelines. Maintains and promotes a safe work environment.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12. Compliance – Has adequate knowledge of and adheres to district, department, and building policies and regulations, including appropriate recordkeeping and documentation.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13. Attendance – Attends work and leaves at appropriate times. Complies with district, department, and building processes and procedures around the use of leaves.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
14. Punctuality – Arrives for work and work appointments on time and prepared.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
15. Relationships and Communication – Develops and maintains effective working relationships with all colleagues and stakeholders. Uses positive and appropriate communication.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
16. Professionalism – Represents district and board values in	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

daily work and interactions. Follows through appropriately and keeps his or her word. Demonstrates consideration and respect for others.

What do you see as your accomplishments during the prior evaluation period and your major strengths?

Considering the areas where growth may be needed, what goal(s) will you consider for the next evaluation period?

What might your supervisor do or provide to support and assist you in the next evaluation period?

SIGNATURES

Name of Employee (Printed)		
Employee's Signature		Date