

PASADENA UNIFIED SCHOOL DISTRICT

CLASSIFIED PERSONNEL PERFORMANCE REPORT

Name: _____ Position: _____ Site: _____

Check appropriate boxes: Probationary Employee Permanent Employee Unscheduled Evaluation Scheduled Evaluation Date: _____

PERFORMANCE DIMENSIONS

Check the phrases in each column that most nearly describe the employee's performance over the period covered by the evaluation.

I. QUALITY OF WORK consists of the neatness and correctness with which duties are performed.

A. NEATNESS

- ___ Work is consistently presentable.
- ___ Work is occasionally unacceptable or needs to be done again.
- ___ Work is often unacceptable or needs to be done again.

B. CORRECTNESS

- ___ Work is consistently correctly done.
- ___ Work is of acceptable quality.
- ___ Work contains numerous errors.

Comments: _____

II. JOB KNOWLEDGE consists of the job information, application of correct and efficient methods, and skills the employee has for satisfactory performance.

A. JOB INFORMATION

- ___ All phases of job are completely understood.
- ___ Most common phases of job are understood.
- ___ Knowledge about key aspects of job is inadequate.

B. METHODS

- ___ Consistently applies sound, effective and efficient methods in performance of work; work completed sooner than expected.
- ___ Methods used are typically effective and efficient; work done in allotted time.
- ___ Methods are ineffective.

C. SKILLS

- ___ Possesses all needed skills at level of job requirements.
- ___ Most skills satisfactory, some need improvement.
- ___ One or more needed skills are absent or less than acceptable.

Comments: _____

III. ATTENDANCE AND PUNCTUALITY consists of being at work on time.

A. ATTENDANCE

- ___ Attendance is perfect or nearly so.
- ___ Attendance is satisfactory; work is not adversely affected by absences.
- ___ Attendance was marked by one or two extensive absences during the period of evaluation. Reason: _____
- ___ Absences are excessive: more than ten (10) instances of one or more days' absence on an annual basis during evaluation period; work suffered.

B. PUNCTUALITY

- ___ Consistently at work by time work day starts.
- ___ Occasionally tardy.
- ___ Frequency of tardiness is cause for concern and can stand improvement.
- ___ Frequently not at work on time; adversely affecting job performance.

Comments: _____

IV. WORK CHARACTERISTICS are individual behaviors and responses regarding the areas below.

A. INITIATIVE & RESOURCEFULNESS

- ___ Independently identifies needs, and problems are solved: is self starter.
- ___ Employee typically initiates required action and solves problems independently.
- ___ Needs are overlooked or assistance is required.

C. ATTITUDE

- ___ Positive feeling about work is presented to others consistently; willing to improve and suggest new ideas; enjoys other people; speaks well of work and school district.
- ___ Positive attitude typically displayed; job dissatisfaction seldom apparent.
- ___ Demonstrates an attitude of "get the job done and go home." Seldom comments on anything unless specifically asked. Will help others when asked.
- ___ Finds fault with others and complains. Negative or hostile attitude; consistent dissatisfaction with or open dislike for job is apparent.

E. TEAMWORK

- ___ Always gives and receives cooperation. Coordinates work well with co-workers and others. Is considerate and understanding.
- ___ Does the required job and is generally cooperative. Is usually considerate and understanding of others.
- ___ Usually cooperates with others but is sometimes inconsiderate and difficult to get along with. Complains frequently.
- ___ Is frequently uncooperative and unpleasant. Does not work well with others. Is frequently inconsiderate or irritable.

B. ADAPTABILITY TO STRESS OR CHANGE

- ___ Stress or change are consistently dealt with satisfactorily.
- ___ Employee usually keeps his/her composure.
- ___ Does not react well in a crisis situation. Stressful situations or change are met with other ineffective behavior.

D. PRIORITIZING

- ___ Prioritizes so that most important things always get done; changing demands are typically met.
- ___ Prioritizing occasionally neglected, resulting in important tasks not being completed.
- ___ Ineffective prioritizing frequently results in tasks not being completed.

F. ABILITY TO BE FLEXIBLE

- ___ Readily adapts to new procedures, duties and unusual happenings. Handles immediate situations smoothly.
- ___ Usually responds well to new procedures, duties, and unusual happenings. Might show strain in a crisis.
- ___ Resists and needs prodding to change procedures, duties or unusual situations. Is slow to adapt.

Comments: _____

V. **WORKING RELATIONSHIPS** are the courtesy and tact, discretion, and effective oral communication that an employee displays at work.

A. COURTESY AND TACT

- Courtesy and tact are consistently demonstrated to an exceptional degree.
- Courtesy and tact are usually displayed towards others.
- Some comments or actions offend others.
- Behavior often seen as tactless or discourteous; others often choose to "avoid" rather than deal with behavior.

B. DISCRETION

- There are no known violations of job related confidentiality, nor other inappropriate discussions of job matters.
- There are no serious violations of confidentiality.
- There is evidence that required confidentiality was not observed.

C. ORAL COMMUNICATION

- Communicates very effectively orally; attention to other speakers is apparent.
- Communicates effectively orally; usually seen as attentive.
- Talks too much or not enough to get the job done.

Comments: _____

VI. **DEPENDABILITY** is getting required work done with a minimum of supervision following oral and written instructions.

A. SUPERVISION REQUIRED

- Absolute minimum supervision is required.
- Very little supervision is required to ensure that work is completed.
- Supervision is often required in order to get assigned work done.

B. FOLLOWING ORAL & WRITTEN INSTRUCTIONS

- Instructions consistently followed; employee typically needs instructions only once.
- Instructions are followed with minimal repetition necessary, few errors.
- Instructions occasionally not followed and/or needs occasionally to be repeated.
- Instructions are frequently not followed and/or frequently need to be repeated.

C. TIME MANAGEMENT

- Always completes work required in the allotted time.
- Occasionally does not complete work required in the allotted time.
- Rarely completes work required in the allotted time.

Comments: _____

VII. **USE AND CARE OF EQUIPMENT** is the correct operation and maintenance of equipment expected of employee using it.

A. OPERATION AND MAINTENANCE

- Equipment is used with appropriate care and maintenance, resulting in superior work product and prolonged equipment life.
- Normal and reasonable good judgement is exercised; equipment is not abused.
- Assigned equipment is used carelessly, resulting in poorer work product and costly maintenance.

B. SKILL & USE OF MECHANICAL EQUIPMENT

- Uses equipment efficiently and effectively; is well coordinated.
- Uses equipment effectively, but not always efficiently. Performs work in a neat manner.
- Adequately handles equipment, but tends to be sloppy, unorganized or inefficient. On occasion(s) may mistreat equipment.
- Lacks coordination. Unable to operate equipment effectively and efficiently. Tends to be accident-prone.

Comments: _____

VIII. **SAFETY AND SANITATION** consists of safety practices and also includes proper sanitation procedures and personal hygiene.

A. SAFETY PRACTICES

- Safe working procedures are followed; potential hazards are handled effectively; has accident-free history.
- Generally follows safe working procedures; some minor accidents; occasionally takes potentially unsafe shortcuts.
- Does not follow safe working procedures; has frequent accidents; inappropriate actions are taken in emergency situation.

B. SANITATION

- Consistently uses approved sanitation procedures; spots unsanitary conditions and seeks to correct.
- Sanitation practices inconsistent; care needs to be taken to keep standards consistently satisfactory.

C. PERSONAL HYGIENE

- Is always neat, clean and well-groomed.
- Usually is clean and adequately groomed.
- Poor grooming habits.

Comments: _____

SUMMARY RATING

- Exceeds Standards*
- Meets Standards*
- Requires Improvement*
(Goals & improvement program attached)
- Unsatisfactory*

PROBATIONARY EMPLOYEES ONLY

- I DO recommend this employee be granted permanent status.
- I DO NOT recommend this employee be granted permanent status.

*All summary ratings shall have statements of fact(s).

I have received and read a copy of the foregoing report and have had an opportunity to discuss it with my supervisor. My signature below does not necessarily mean I agree with the evaluation. This evaluation will be placed in my personnel file.

Signature of Employee

Title

Date

Signature of Rater/Supervisor

Title

Date

Signature of Reviewer/Administrator

Title

Date

- I disagree with this evaluation and intend to respond in writing. I will submit a written statement within ten (10) days to be attached to this form.
- I request a review of this evaluation by the next-level administrator.

PASADENA UNIFIED SCHOOL DISTRICT
CLASSIFIED PERSONNEL GOALS AND IMPROVEMENT PROGRAM

Name: _____ Position: _____ Site: _____

Check appropriate boxes: Probationary Employee Permanent Employee Unscheduled Evaluation Scheduled Evaluation Date: _____

I. Summary Rating Comments (Required):

II. Record progress achieved in attaining previously set goals or improvement programs.

III. Record specific work performance deficiencies or job behavior requiring improvement or correction.

IV. Record specific goals or improvement programs to be undertaken during the next evaluation period.

Signature of Employee

Title

Date

Signature of Rater/Supervisor

Title

Date