

**PASADENA UNIFIED SCHOOL DISTRICT
EVALUATION, CLASSIFIED MANAGEMENT**

Name:
Work Site:

Title/Classification:
School Year:

Job Performance Rating Factors

ES=Exceeds Standards	Commendation for performance consistently above the expected of an employee in this position
MS=Meets Standards	Meets established standards for performance
NI=Need Improvement	Performance needs to improve
DS=Does Not Meet Standards	Performance does not meet standards
N/A=Not Applicable	Rating factor does not apply to this position

I. MANAGEMENT/LEADERSHIP SKILLS

ES	MS	NI	DS	NA
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|----|--|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|
| a. | Recognizes and generates positive work environment. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| b. | Adapts easily to new assignment, additional responsibilities, and/or changes in work schedules. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| c. | Demonstrates creativity in generating new ideas and methods to increase productivity, efficiency, and cost effectiveness. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| d. | Empowers staff to continuously improve. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| e. | Actively peruses improvement in areas of responsibility. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| f. | Assigns and directs the work of employees, provides training, Monitors, and accurately assesses employee skills/performance. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

II. COMMUNICATION SKILLS

ES	MS	NI	DS	NA
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|----|--|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|
| a. | Listens and effectively communicates with others. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| b. | Uses clear and concise verbal and written languages | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| c. | Conducts effective presentations. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| d. | Keeps staff well informed of District/department information | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| e. | Exercises good judgment and apprises supervisor, as appropriate, on personnel or sensitive issues. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

III. PUBLIC AND PERSONAL RELATIONS

ES	MS	NI	DS	NA
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|----|---|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|
| a. | Takes the initiative to deliver quality service in addressing customer needs. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| b. | Relates well to staff, administrators, public, and/or students and parents. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| c. | Proactively manages and resolves conflicts/crises effectively. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| d. | Is neat and professional in appearance | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

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IV. WORK HABITS

	ES	MS	NI	DS	NA
a. Complete assignments accurately and prioritizes workload to meet deadlines.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b. Quality of work is appropriate to position.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c. Quantity of work is appropriate to position.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
d. Follows directions and asks questions when necessary	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
e. Models positive attendance patterns.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
f. Observes assigned work hours	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
g. Demonstrates knowledge of department/division goals and implements operating procedures.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
h. Works independently with minimum supervisions.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
i. Understands and adheres to Board Policies, Personnel Commission rules/regulations, collective bargaining agreement, department/site guidelines and procedures, and other related policies.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

PROFESSIONAL GROWTH GOALS

This section assesses the achievement of goals identified the previous year, and identifies goals for the following year.

I. GOAL/ACCOMPLISHMENTS

a. Department Goal(s)

Status of Goal: Achieved In Progress Not Achieved

b. Individual Goal(s)

Status of Goal: Achieved In Progress Not Achieved

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PROFESSIONAL GROWTH GOALS, Con't

II. OTHER ACCOMPLISHMENTS/RECOMMENDATIONS FOR GROWTH/FUTURE GOALS

SIGNATURES

Signatures of evaluatee does not constitute agreement with the evaluation. The evaluatee has a right to append this evaluation with written statement.

Evaluatee Signature: _____ Date: _____

Evaluator Signature: _____ Date: _____

Reviewer Signature: _____ Date: _____