

# WASHINGTON UNION SCHOOL DISTRICT

## Performance Report for Classified/Confidential Employees

<b>NAME:</b>	<b>EMPLOYEE STATUS:</b> Probationary _____ Permanent _____
<b>POSITION:</b>	<b>SCHOOL:</b>

	Needs Improvement	Meets	Exceeds
<b>Quality of Work</b>			
1. Performing duties in an acceptable manner			
2. Completing the work with a minimum of errors			
<b>Quantity of Work</b>			
3. Completing the work required in the allotted time			
<b>Work Habits and Attitudes</b>			
4. Organizing work			
5. Using good judgement in the performance of work			
6. Learning and applying new ideas, procedures, rules, techniques			
7. Demonstrating an interest in the work performed			
8. Complying with rules, regulations, and policies			
9. Accepting job responsibilities			
<b>Punctuality</b>			
10. Complying with assigned hours of work; appointed schedules			
<b>Dependability</b>			
11. Attending to duties in the absence of direct supervision			
12. Following written and oral instruction in the performance of job duties			
<b>Relationships with People</b>			
13. Working effectively with other employees			
14. Working effectively with pupils			
15. Working effectively with the public			
<b>Personal Appearance</b>			
16. Dressing appropriately, maintaining a neat, clean appearance			
<b>Supervisory Ability</b> (used only for employees who supervise other employees)			
17. Planning and directing the work of others			
<b>Additional Factors</b>			
18. Factors not specifically considered above (Please specify)			
19. Overall work performance (Optional)			
<b>Suggestions for Improvement/Additional Comments (Optional) :</b>			

\_\_\_\_\_  
Signature of Supervisor/Position

\_\_\_\_\_  
Signature of Employee

\_\_\_\_\_  
Date

Note: In signing this Performance Report, the Employee acknowledges having seen and discussed the report with the supervisor. The Employee has a right to attach a statement to the form which will be included in the Employee's permanent file.