



## CLASSIFIED PERFORMANCE EVALUATION FORM

(Assessment by observation, documentation and/or conferences)

Name:

Site:

Position:

<p><b>ATTITUDE OF COLLABORATION:</b> This factor appraises the employee's ability to fit into the organization, to work in harmony, and to collaborate with others. Is the employee congenial, cooperative, and a team player?</p>	<input type="checkbox"/> Highly collaborative; inspires high morale. <input type="checkbox"/> Very tactful and obliging; sets good example. <input type="checkbox"/> Usually congenial and helpful; good team worker. <input type="checkbox"/> Occasionally resists authority; and opposes new ideas. <input type="checkbox"/> Often insensitive and quarrelsome; causes friction.
<p><b>COMMENTS:</b></p>	
<p><b>COMMUNICATION SKILLS:</b> Consider the employee's ability to effectively communicate for their position(e.g., verbal, nonverbal, and written communication). Can the employee express themselves appropriately?</p>	<input type="checkbox"/> Exceptionally and appropriately communicative. <input type="checkbox"/> Tactfully communicates and sets a good example. <input type="checkbox"/> Usually communicates in an appropriate manner. <input type="checkbox"/> Occasionally communicates in an ineffective manner. <input type="checkbox"/> Often exhibits inappropriate and ineffective communication.
<p><b>COMMENTS:</b></p>	
<p><b>INITIATIVE:</b> This factor is concerned with resourcefulness and self-reliance. Consider the ability to develop new ideas, and the desire to attain goals. Is the employee a self-starter?</p>	<input type="checkbox"/> Extremely resourceful, creative, self-reliant. <input type="checkbox"/> Demonstrates desire to excel. <input type="checkbox"/> Works steadily; occasionally submits new ideas. <input type="checkbox"/> Shows little initiative; must be told what to do. <input type="checkbox"/> Shows no initiative.
<p><b>COMMENTS:</b></p>	
<p><b>Judgment:</b> Consider the employee's judgment used in making decisions. Does the employee demonstrate the ability to think and act calmly, logically, and rapidly under stress?</p>	<input type="checkbox"/> Displays outstanding ability to apply sound reason. <input type="checkbox"/> Uses good common sense; most decisions workable. <input type="checkbox"/> Judgment dependable on matters of routine nature. <input type="checkbox"/> Poor use of common sense; decisions are sometimes unsound. <input type="checkbox"/> Jumps to conclusions; often makes costly errors.
<p><b>COMMENTS:</b></p>	

<p><b>ATTENDANCE:</b> This factor is concerned with punctuality and time devoted to actual work. Consider promptness in reporting for assignments and the amount of time off for sick leave and personal necessity.</p>	<input type="checkbox"/> Exceptional attendance and punctuality. <input type="checkbox"/> Consistently regular and prompt; seldom absent. <input type="checkbox"/> Follows district attendance policies; reports absences in advance. <input type="checkbox"/> Frequently absent and/or late. <input type="checkbox"/> Habitually absent and/or late.
<p><b>COMMENTS:</b></p>	
<p><b>KNOWLEDGE OF WORK:</b> Consider the employee's understanding of all facets necessary for full job performance.</p>	<input type="checkbox"/> Excellent understanding of duties; requires few directions <input type="checkbox"/> Good overall knowledge of duties; needs little direction. <input type="checkbox"/> Acceptable knowledge of duties; needs some direction. <input type="checkbox"/> Limited knowledge of duties. <input type="checkbox"/> Minimal knowledge of duties.
<p><b>COMMENTS:</b></p>	
<p><b>QUALITY OF WORK:</b> Consider neatness, skill, thoroughness, and accuracy in completing job assignments. Appraise the employee's performance in meeting standards of quality.</p>	<input type="checkbox"/> Consistently produces high quality of work. <input type="checkbox"/> Frequently does a good job; needs little supervision.

<b>COMMENTS:</b>	<input type="checkbox"/> Work is usually satisfactory; needs regular supervision. <input type="checkbox"/> Works to minimal standards; needs frequent supervision. <input type="checkbox"/> Below minimal standards; needs excessive supervision.
<b>TIME MANAGEMENT:</b> Consider the amount and promptness of work produced based on specific job requirements. Does the employee use time wisely.	<input type="checkbox"/> Extremely efficient; goes above and beyond. <input type="checkbox"/> Uses time efficiently; often exceeds standards. <input type="checkbox"/> Works at a steady pace; meets performance standards. <input type="checkbox"/> Sometimes doesn't use time efficiently; below standard. <input type="checkbox"/> Doesn't use time efficiently.
<b>COMMENTS:</b>	
<b>DEPENDABILITY AND RESPONSIBILITY:</b> Consider the employee's reliability in following instructions and carrying out assigned tasks responsibly with a minimum of direct supervision. Will the job be done conscientiously? Does the employee think and act reasonably? Is the employee able to tell right from wrong?	<input type="checkbox"/> Extremely reliable, conscientious, and industrious. <input type="checkbox"/> Works well independently; prompt and accurate. <input type="checkbox"/> Reliable; generally accepts responsibility for assigned duties. <input type="checkbox"/> Somewhat unreliable; requires frequent follow-up. <input type="checkbox"/> Requires close, constant supervision; undependable.
<b>COMMENTS:</b>	

**OVERALL PERFORMANCE:**

<b>Provide comments of progress achieved in attaining previously set goals for work performance:</b>
<b>Specific comments/commendations and recommendations relative to overall work performance:</b>

<b>Recommendation by Rater for Probationary Employee:</b> <i>(To be completed only for probationary employees.)</i>
<input type="checkbox"/> Be retained in a probationary status subject to final probationary rating. <input type="checkbox"/> Be granted permanent status. <input type="checkbox"/> Not be granted permanent status.

A signature on this evaluation does not necessarily mean that the employee agrees with the opinions expressed, but merely indicates that the employee has received a copy of the report and has been given the opportunity for discussion, comments, and written reaction. (A written rebuttal may be submitted to Human Resources within 10 work days, to be attached to the evaluation before being placed in their personnel file.)

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

I would like to discuss this evaluation with the Director of Human Resources.

\_\_\_\_\_  
Evaluator Signature

Date

Title