

YUBA COUNTY OFFICE OF EDUCATION EVALUATION OF CLASSIFIED PERFORMANCE

NAME:

DATE:

CLASSIFICATION:

TYPE OF EVALUATION: Five Month* Permanent Unscheduled

1 = MEETS STANDARDS 2 = SATISFACTORY WITH RECOMMENDATIONS 3 = UNSATISFACTORY – DOES NOT MEET STANDARDS

STANDARD I – Quality of Work	1	2	3
<ul style="list-style-type: none"> • Demonstrates knowledge of the job • Performs work with accuracy • Completes work that is neat and presentable • Maintains skill level in job area • Comments:			
STANDARD II – Quantity of Work	1	2	3
<ul style="list-style-type: none"> • Prioritizes and organizes work to meet deadlines • Completes an expected level of work • Utilizes resources, materials and equipment in an efficient manner • Evaluates situations and makes appropriate and timely decisions • Comments:			
STANDARD III – Work Habits	1	2	3
<ul style="list-style-type: none"> • Attends work regularly • Observes established working hours • Carries out tasks in an orderly and diligent manner • Demonstrates the ability to work without immediate supervision • Complies with instructions, rules, and regulations including health and safety precautions • Makes effective use of time • Comments:			
STANDARD IV – Work Attitudes	1	2	3
<ul style="list-style-type: none"> • Maintains a positive outlook towards the performance of daily responsibilities • Accepts new ideas and procedures • Accepts suggestions and constructive criticism • Accepts responsibility willingly • Demonstrates interest in work • Comments:			
STANDARD V – Personal Qualities	1	2	3
<ul style="list-style-type: none"> • Maintains effective relationships with fellow employees and the public • Understands and respects pupils, employees, and clients • Demonstrates loyalty to organization and co-workers • Is careful in appearance; dress and grooming are appropriate • Comments:			
STANDARD VI – Communication	1	2	3
<ul style="list-style-type: none"> • Communicates effectively in both oral and written form • Shares necessary information with others in an accurate and timely manner • Maintains confidentiality 			

