

Danville Schools Classified Evaluation Form

EVALUATEE:

EVALUATOR:

WORKSITE/DEPARTMENT:

School Year:

<i>JOB KNOWLEDGE:</i> To what extent does this employee have the skills/knowledge of the information, procedures, materials, equipment, techniques, etc., needed to complete work related responsibilities, tasks and duties.	1	2	3	4	NA
1. Possesses technical knowledge/skill required to complete tasks	☐	☐	☐	☐	☐
2. Understands and completes all records, reports and documents as required	☐	☐	☐	☐	☐
3. Has working knowledge of tools, equipment and/or procedures that are necessary for completion of assigned tasks and work related duties	☐	☐	☐	☐	☐
4. Is a self-starter; Initiates own activities	☐	☐	☐	☐	☐
5. Properly applies and/or follows board policies and procedures	☐	☐	☐	☐	☐

Additional Evaluator Comments:

<i>QUALITY OF ACCOMPLISHMENTS:</i> Rate the accuracy and completeness of the employees work.	1	2	3	4	NA
1. Completes work assignments according to job description	☐	☐	☐	☐	☐
2. Is complete and thorough in fulfillment of job requirements; meets or exceeds quality of work expected	☐	☐	☐	☐	☐
3. Uses proper equipment to accomplish job goals	☐	☐	☐	☐	☐
4. Expresses ideas well orally and/or in writing	☐	☐	☐	☐	☐
5. Takes advantage of opportunities to develop job skills	☐	☐	☐	☐	☐
6. Reports are complete, accurate and are submitted on time	☐	☐	☐	☐	☐

Additional Evaluator Comments:

<i>PRODUCTIVITY:</i> Rate the volume, efficiency, output and timeliness of the employees work.	1	2	3	4	NA
1. Meets or exceeds quantity of work expected; plans and organizes to accomplish work goals	☐	☐	☐	☐	☐
2. Meets deadlines when they exist; shifts to new tasks when priorities change	☐	☐	☐	☐	☐
3. Does routine work without instructions	☐	☐	☐	☐	☐
4. Is capable of independent action	☐	☐	☐	☐	☐
5. Approaches assignments in a positive manner	☐	☐	☐	☐	☐
6. Readily accepts changes in work method, procedures and assignments when such changes are required	☐	☐	☐	☐	☐

Additional Evaluator Comments:

RESPONSIBILITY: Consider the employees efforts to ensure the successful completion of tasks, the leading of others in various tasks, extra efforts made to meet work demands, general assistance and dependability	1	2	3	4	NA
1. Maintains confidentiality of school related business	☐	☐	☐	☐	☐
2. Is innovative in solving difficult problems	☐	☐	☐	☐	☐
3. Does own follow-through to ensure job completion	☐	☐	☐	☐	☐
4. Operates within established policy guidelines	☐	☐	☐	☐	☐
5. Is interested in and concerned about their work	☐	☐	☐	☐	☐
6. Assumes responsibility voluntarily	☐	☐	☐	☐	☐
7. Listens to and accepts instructions.	☐	☐	☐	☐	☐
8. Discusses assignments and problems with supervisor(s)	☐	☐	☐	☐	☐
9. Demonstrates care in use of board equipment/supplies	☐	☐	☐	☐	☐
10. Assumes responsibility for all assignments	☐	☐	☐	☐	☐
11. Displays a positive response to coaching and supervision	☐	☐	☐	☐	☐
12. Modifies work habits with input from supervisor and then follows through with recommendation as directed	☐	☐	☐	☐	☐

Additional Evaluator Comments:

PERSONAL CHARACTERISTICS: Consider this employee's relationships with other employees, students and faculty; and their willingness to perform duties and to help others accomplish tasks	1	2	3	4	NA
1. Is tactful, friendly, and courteous with co-workers and the public	☐	☐	☐	☐	☐
2. Has positive rapport with students and/or co-workers	☐	☐	☐	☐	☐
3. Exhibits cooperation with co-workers; works well as a team member	☐	☐	☐	☐	☐
4. Reports to work on time; is punctual in returning from breaks	☐	☐	☐	☐	☐
5. Uses sick and leave time appropriately	☐	☐	☐	☐	☐
6. Grooming and personal hygiene are appropriate for school personnel	☐	☐	☐	☐	☐
7. Dress and attire are appropriate for work assignment	☐	☐	☐	☐	☐
8. Exhibits a positive customer service attitude with co-workers, parents students & staff	☐	☐	☐	☐	☐

Additional Evaluator Comments:

Areas in this employee's performance which need improvement are:

Improvement can be achieved by doing the following:

1 to 4 RATING DEFINITIONS

1 – Unsatisfactory: Fails to meet job requirements. Unacceptable performance which may indicate a lack of willingness and/or ability to perform the requirements of the position. Work performance below competent level.

2 – Needs Improvement: Not fully satisfactory. Performs many duties capably, meets some goals and objectives, but requires improvement to fully meet standards; may require more supervision than expected for assignments. Work performance is approaching competent level.

3 – Fully Satisfactory: Meets the job requirements needed to capably handle all work related goals, responsibilities and duties. Work performance is at the competent level.

4 – Exceeds Standards: Meets and in most cases, exceeds the normal expectations for all work related goals, responsibilities and duties. Work performance noticeably better than competent level.

NA: Standard does not apply to particular job classification.

CLASSIFIED EMPLOYEE EVALUATION CONFERENCE VERIFICATION

I have read this work performance evaluation and have had an opportunity to discuss it in a conference with my immediate supervisor. My signature does not imply agreement or disagreement with the content of this report.

Signature of Evaluatee _____ Date _____

I have discussed the content of this evaluation in a conference with the evaluatee.

Signature of Evaluator _____ Date _____