



# Phoenix-Talent Schools

## Classified Employee Performance Evaluation

Employee Name: \_\_\_\_\_

Evaluation Period: 3-Month 6-Month Annual

Position Title: \_\_\_\_\_

School/Department: \_\_\_\_\_ Date: \_\_\_\_\_

**Instructions: Use the rating scale for each performance standard.**

- Ratings of 1 or 2 must identify corrective action required, including desired timeline, and any appropriate training required.
- Meet with the employee to discuss evaluation and outline expectations and goals for the next evaluation period.
- Have the employee sign their acknowledgment of the form when the evaluation meeting is completed and submit it to Human Resources.

<b>4</b>	<b>Exceeds Expectations</b>
<b>3</b>	<b>Meets Expectations</b>
<b>2</b>	<b>Needs Some Improvement</b>
<b>1</b>	<b>Needs Substantial Improvement</b>

### Section I: General Performance

<b>Work Quality / Efficiency</b>	
	Performs work with accuracy, thoroughness, and dependability.
	Demonstrates understanding of job requirements necessary for satisfactory job performance.
	Uses equipment and materials accurately and efficiently.
	Performs work considering the safety of self and others.
	Consistently meets or exceeds assigned workload expectations
	Completes work on time.
	Uses work time efficiently.
	Demonstrates initiative in identifying tasks to be completed and is willing to assume responsibilities.
	Can be counted on to follow instructions and work well with a minimum amount of supervision.
<b>Attendance</b>	
	Attendance: Complies with District attendance procedures and policies.
	Attendance: Complies with assigned hours of work and schedules.
<b>Interpersonal Skills</b>	
	Maintains appropriate appearance and language (professionalism and collegiality).
	Maintains a cooperative working relationship with fellow employees; is tactful and considerate.
	Courteous and helpful attention given to parents, staff, and district patrons.
	Maintains positive and appropriate relationships with students (where applicable).
	Demonstrates the ability to learn and perform under changes in work or working conditions.



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### Section II - Job-Specific Performance

1. Describe this employee's strengths relating to the specific duties and responsibilities expected of the position.
2. (a) Describe any opportunities for growth for this employee relating to the specific duties and responsibilities expected of the position.  
  
(b) List any corrective action required from 2a, including desired timeline, and any additional training required.

### Section III - Annual Goal Review

1. Describe the employee's annual goal and the extent to which it was or was not met. (Only applicable for year-end evaluations, not 3-month or 6-month evaluations)
2. List possible ideas for annual goals for next school year (optional).

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The signatures below indicate both parties have met to review the above report.

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Supervisor Signature

Date

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Employee Signature

Date