

HERTFORD COUNTY PUBLIC SCHOOLS

Teaching Children ~ Touching the Future

Classified Employee Performance Evaluation

Type of Review: _____ Annual _____ Probationary _____ Terminal _____ (Date)

Last Name

First Name

From: To:

Position

Location

Rating Period

NOTE: For items rated “Needs Improvement” or “Unsatisfactory”, the supervisor and employee will prepare an Employee Improvement Plan.

	Outstanding	More Than Satisfactory	Satisfactory	Needs Improvement	Unsatisfactory
1. KNOWLEDGE OF JOB Employee's understanding of all phases of the position and related matters that are required for successful job performance.					
2. QUANTITY OF WORK Amount of acceptable work produced and promptness based on specific job requirements; ability to meet volume levels over which the employee has control.					
3. QUALITY OF WORK Accuracy, thoroughness and ability to perform the required functions of the position.					
4. RELATIONSHIPS WITH OTHERS Employee's ability to get along with others (peers, supervisors, other district employees and the public); the use of tact, diplomacy and self-control.					
5. DEPENDABILITY Manner in which the employee follows in carrying out assigned tasks; amount of direct supervision that is required and sense of responsibility.					
6. ATTENDANCE Frequency of absences, punctuality, adherence to work hours and effect on work performance.					
7. ADAPTABILITY Employee's ability to perform assigned work under changing conditions.					

	Outstanding	More Than Satisfactory	Satisfactory	Needs Improvement	Unsatisfactory
8. JUDGMENT Judgment used in making day-to-day decisions; employee demonstrates the ability to think and act logically and appropriately.					
9. UTILIZATION OF DISTRICT ASSETS Care given to use of equipment, tools and materials provided by the district.					
10. LOYALTY Employee's pride and faithfulness to Hertford County Public Schools exhibits high loyalty to the district.					
11. PERSONAL APPEARANCE Cleanliness, grooming, neatness and appropriateness of dress for the job; employee has pride in personal appearance.					
12. JOB ATTITUDE Employee's manner of thinking or feeling as it relates to the job; employee has a positive attitude toward work and the working environment.					
13. EFFECTIVENESS Consider the employee's ability to withstand pressure and remain calm in crisis situations. Does added pressure cause few or no major errors in work performance?					

OVERALL RATING:
 _____ Outstanding
 _____ More Than Satisfactory
 _____ Satisfactory
 _____ Needs Improvement
 _____ Unsatisfactory

COMMENTS: Please specify the behavior or action exhibited by this employee. Required for overall rating of outstanding, needs improvement or unsatisfactory.

Were any warning letter(s) or reports(s) issued during this rating period?
 _____ Yes
 _____ No

ACTION: I recommend that this employee be _____ granted/ _____ denied his/her step increase if such is due.

 Employee's Signature
 (Signature indicates that employee has reviewed evaluation; does not signify agreement.)

 Date

 Supervisor's Signature

 Position

 Date

Reviewed by Human Resources Department

Signature: _____

Date: _____