



Excellence for all.

CLASSIFIED PERSONNEL PERFORMANCE EVALUATION

Name: _____ Probationary: 2 mo. ☐ 4 mo. ☐ 6 mo. ☐ Annual ☐

Classification: _____ Site/Department: _____

Performance Standard	MEETS	DOES NOT MEET
QUALITY OF WORK: Job knowledge and the ability to which employee performs the functions of their job; and the extent to which the employee is accurate, neat, well organized, follows instructions and completes tasks according to timelines.	☐	☐
QUANTITY OF WORK: Extent to which the amount of work meets reasonable standards of efficiency, accuracy and prescribed deadlines. Work product reflects complexity and scope of the position.	☐	☐
WORK HABITS: Extent to which employee shows good daily attendance, is punctual, complies with rules, regulations and instructions. Works without immediate supervision.	☐	☐
PERSONAL QUALITIES: Employee uses good judgement, shows initiative, flexibility, and adapts to new situations. Employee exemplifies professionalism in dress, grooming and conduct.	☐	☐
EMPLOYEE RELATIONS: Employee prioritizes customer service and works courteously and efficiently with fellow employees, students, supervisors and the public.	☐	☐
WORK ATTITUDE: Employee is self-motivated, friendly, accepts new ideas or suggestions, is a cooperative team player and interested in the success of District operations to support students.	☐	☐
OVERALL JOB PERFORMANCE	☐	☐

Comments/Goals:

Recommendation by Supervisor:

☐ Continued employment/pass probation (6 months) ☐ Improvement plan needed ☐ Did not pass probation (up to 6 months)

My signature indicates I have reviewed/discussed this evaluation with my supervisor but does not necessarily indicate agreement. I understand that I have ten working days to send a written response to be attached to this evaluation to the Director of HR, and that I may also request a meeting with the Director to discuss the evaluation.

Employee Signature _____ Date _____

Supervisor Signature _____ Date _____

HR Director Signature _____ Date _____

DEVELOPMENT GOALS
(Permanent Employees Only)

Plan for training and upcoming goals or bringing performance to acceptable standards:

Employee signature / agreement to developmental plan _____

Employee Comments: (comments do not negate supervisor's plan/directive)

A Performance Improvement Plan may be instituted at any time if the supervisor assesses the employee's performance or demeanor to warrant a higher-level intervention.