CAJON VALLEY UNION SCHOOL DISTRICT

CLASSIFIED EMPLOYEE PERFORMANCE EVALUATION

A-84
GENERAL CLASSIFIED
(rev. 12/2024)

EMP NAME:		**EMP ID:**		**SECTION A**	**OUTSTANDING**	**COMPETENT / MEETS STANDARDS**	**NEEDS IMPROVEMENT**	**UNSATISFACTORY**	**DOES NOT APPLY**
JOB TITLE:		**DATE DUE:**		Any checks indicated in *Needs to Improve* and/or *Unsatisfactory* must be explained in Section E.					
SITE / DEPT:		☐ 3rd Month ☐ 5th Month ☐ Annual / Perm ☐ *Unscheduled*							
GENERAL SKILLS									
1	Complies with all policies, regulations and procedures.				n/a	☐	☐	☐	☐
2	Maintains a good attendance record.				n/a	☐	☐	☐	☐
3	Observes time/work schedules.				n/a	☐	☐	☐	☐
4	Presents an appropriate appearance.				n/a	☐	☐	☐	☐
5	Uses materials/equipment safely and economically.				☐	☐	☐	☐	☐
6	Plans, organizes, and prioritizes work effectively.				☐	☐	☐	☐	☐
7	Relates respectfully and courteously to students.				☐	☐	☐	☐	☐
8	Responds to need of community/parents/teachers in a professional manner.				☐	☐	☐	☐	☐
9	Works courteously and relates effectively with fellow employees.				☐	☐	☐	☐	☐
10	Exhibits ability to work independently.				☐	☐	☐	☐	☐
11	Accepts change and demonstrates flexibility.				☐	☐	☐	☐	☐
12	Completes satisfactory volume of work within a reasonable time frame.				☐	☐	☐	☐	☐
13	Demonstrates ability to make independent judgments.				☐	☐	☐	☐	☐
14	Willingly accepts suggestions/directions.				☐	☐	☐	☐	☐
15	Shows interest in self-improvement.				☐	☐	☐	☐	☐
16	Understands department/school objectives and works to achieve them.				☐	☐	☐	☐	☐
17	Keeps lines of communication open between self and supervisor.				☐	☐	☐	☐	☐
ADDITIONAL FACTORS FOR SUPERVISORS									
18	Planning and organizing.				☐	☐	☐	☐	☐
19	Training and Instructing.				☐	☐	☐	☐	☐
20	Judgments and decisions.				☐	☐	☐	☐	☐
21	Leadership/Supervisory control.				☐	☐	☐	☐	☐
22	Evaluating subordinates.				☐	☐	☐	☐	☐
23	Fiscal management.				☐	☐	☐	☐	☐
24	Productivity.				☐	☐	☐	☐	☐

SUMMARY EVALUATION: Check OVERALL performance

☐ Outstanding ☐ Competent / Meets Standards ☐ Needs to Improve ☐ Unsatisfactory

*Overall rating below "Competent/Meets Standards" will NOT be forwarded to the employee's Personnel File for ten (10) working days after receipt of his/her copy.

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SECTION B: Record job STRENGTHS and superior performance.

SECTION C: Record PROGRESS ACHIEVED in attaining previously set goals for improved work performance for personal or job qualification.

SECTION D: Record specific GOALS OR IMPROVEMENT PROGRAMS to be undertaken during the next evaluation period.

SECTION E: Record specific work performance DEFICIENCIES or job behavior requiring improvement or correction. *Explain checks in Column D.*

ADDITIONAL COMMENTS:

EMPLOYEE:

I certify that this report has been discussed with me. I understand that my signature does not necessarily indicate agreement.

Signature: _____

Date: _____

EVALUATER:

Signature: _____

Print Name: _____

Title: _____

Date: _____

FOR 5TH MONTH EVALUATION

☐ I DO ☐ I DO NOT

recommend this employee be granted permanent status.