

Classified Personnel Performance Evaluation - Permanent

Date:

☐ Annual ☐ Unscheduled

Section A: Factors

Ratings of Unsatisfactory and Needs Improvement must be explained in Sections D & E

Classified Factors			
Criteria	Unsatisfactory	Needs Improvement	Meets Standards
1. Reports to work on time and ready to work			
	Enter Notes		
2. Provides advance notice of intended absences			
	Enter Notes		
3. Schedules intended leave of absence in accord with established procedures			
	Enter Notes		
4. Engages in proper grooming and dress when reporting to work			
	Enter Notes		
Rubric Score: 0/0			

CVCA Classified A				
Criteria	Unsatisfactory	Needs Improvement	Meets Standards	Exceeds Standards
5. Complies with rules and procedures established by the District and Department				
	Enter Notes			
6. Adheres to specified and sound health and safety practices for self and others				
	Enter Notes			
7. Pupil Contacts				
	Enter Notes			
8. Employee Contacts				
	Enter Notes			
9. Knowledge of work				
	Enter Notes			
10. Work Judgements				
	Enter Notes			
11. Planning & Organizing				
	Enter Notes			
12. Job Skill Level				
	Enter Notes			
13. Quality of Work				
	Enter Notes			
14. Volume of Acceptable Work				
	Enter Notes			
15. Meeting Deadlines				
	Enter Notes			
16. Accepts Responsibility				
	Enter Notes			
17. Accepts Direction				
	Enter Notes			
18. Accepts Change				
	Enter Notes			
19. Effectiveness Under Stress				
	Enter Notes			
20. Appearance of Work Station				
	Enter Notes			
Rubric Score: 0/0				

Criteria	Unsatisfactory	Needs Improvement	Meets Standards	Exceeds Standards
21. Operation & Care of Equipment			Enter Notes	
22. Work Coordination			Enter Notes	
23. Initiative			Enter Notes	
Rubric Score: 0/0				

For Employees Who Supervise Others				
Criteria	Unsatisfactory	Needs Improvement	Meets Standards	Exceeds Standards
24. Planning & Organizing			Enter Notes	
25. Scheduling & Coordinating			Enter Notes	
26. Training & Instructing			Enter Notes	
27. Productivity			Enter Notes	
28. Evaluating Subordinates			Enter Notes	
29. Judgments & Decisions			Enter Notes	
30. Leadership			Enter Notes	
31. Operational Economy			Enter Notes	
32. Supervisory Ability			Enter Notes	
Rubric Score: 0/0				

Section B: Job Strengths

Section B: Job strengths and superior performance incidents

Section C: Progress Achieved

Section C: Record progress achieved in attaining previously set goals for improved work performance

Section D: Goals & Improvement Assistance Programs

Section D: Record goals and improvement assistance programs to be undertaken

Section E: Deficiencies

Section E: Record specific work performance deficiencies or job behavior requiring improvement or correction

Summary Evaluation

CVCA Classified Overall				
Criteria	Unsatisfactory	Needs Improvement	Meets Standards	Exceeds Standards
Overall Performance			Enter Notes	
Rubric Score: 0/0				

Evaluator Comments:

Employee:

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

Employee Comments: