RIALTO UNIFIED SCHOOL DISTRICT
Classified Employee Evaluation

Name of Employee:	Position:	Date:
Site/Service Area:	Evaluation Period From:	To:
Reason for Review: ☐ Biannual	☐ Probationary	☐ Promotional Probation

AREAS OF REVIEW	Exceeds Expectations	Meets Expectations	Needs Improvement	Unsatisfactory
1. **Quality of Work** – Work is accurate, thorough, neat and completed in a timely manner.				
2. **Quantity of Work** – Effectively produces work in accordance with job description and the district needs.				
3. **Job Knowledge** – Demonstrates knowledge of job duties.				
4. **Dependability** – Demonstrates reliability in job performance, requiring minimal direction.				
5. **Flexibility & Adaptability** – Learns new tasks and assignments willingly. Handles situations appropriately and effectively as they arise.				
6. **Initiative** – Ability to access and initiate things independently. Involved in solving problems and offering constructive solutions.				
7. **Judgment and Decision making** – Uses good judgment and makes appropriate decisions.				
8. **Organization** – Tasks are organized, prioritized, and planned out. Materials, equipment and work area are clean, organized and ready.				
9. **Care and Operation of Equipment** – Properly maintains and operates equipment.				
10. **Safety** – Follows safety guidelines. Maintains and promotes a safe work environment.				
11. **Compliance** – Demonstrates adequate knowledge and adheres to district-procedures and regulations including appropriate recordkeeping and documentation.				
12. **Attendance** – Attends work regularly and reports absences and leaves properly. Complies with District policies and procedures.				
13. **Punctuality** – Arrives to work on time and adheres to the work schedule.				
14. **Appearance** – Appearance and attire is professional and appropriate for the workplace and job responsibilities.				
15. **Professionalism** – Maintains effective working relationships. Represents district and board values in relationships, communication, and professional with all educational partners.				

Strengths and Accomplishments:

Areas Related to Unsatisfactory and/or Below Expectations:

Professional Goals: The supervisor and the employee will collaborate to set goals for the next evaluation period.

Employee Comments:

My signature below acknowledges that I have seen and discussed this evaluation, but does not necessarily imply agreement with the conclusion of the evaluator.

Name of Employee	Signature of Employee	Date
Name of the Evaluator	Signature of the Evaluator	Date
Name of the Reviewer	Signature of the Reviewer	Date