CLASSIFIED EMPLOYEE EVALUATION

Employee Name _____ Date _____

Position _____ Location _____

Scoring Key: **CIRCLE SCORE IN EACH CATEGORY THAT BEST REPRESENTS EMPLOYEE'S OVERALL PERFORMANCE**

5	Significantly Exceeds Expectations
4	Exceeds Expectations
3	Meets Expectations
2	Sometimes Meets Expectations
1	Does Not Meet Expectations

1. Demonstrates Proficiency in Essential Functions of Job

1 2 3 4 5

COMMENTS _____

2. Demonstrates Respect for Others in Work Environment (students, coworkers, parents, supervisors, etc)

1 2 3 4 5

COMMENTS _____

3. Demonstrates Dependability and Commitment towards Job

1 2 3 4 5

COMMENTS _____

Self-Assigned Goal for Next 12 months _____

_____

_____

Supervisor's Assigned Goal for Next 12 months _____

_____

_____

Did Employee successfully complete goal(s) from prior year (if applicable)? YES NO

Comments _____

_____

_____

Employee Signature _____ Date _____

Supervisor Signature _____ Date _____

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