

2025-26 CLASSIFIED STAFF EVALUATION

Employee

Name: _____ Employee ID #: _____ (required)

Position: _____ Evaluator: _____

Initial Conference: * _____ Mid-Year Conference: _____ Final Review: (signed & received in HR by June 15) _____
(by Jan. 15)

*Initial Conferences must be completed by: October 1 for less than 200 day employees; and by August 15th for 200 days or more employees.

Statement of Purpose

In the Thompson School District we believe all classified staff support student achievement. Consistent and meaningful assessment inspires: career growth, quality performance, continuous improvement, and empowerment to succeed. The classified staff evaluation supports the district's mission, vision and district goals.

4 Exceeds Expectations, 3 Meets Expectations, 2 Needs Improvement, 0 Does Not Meet Expectations

Rating System Definitions:

EXCEEDS: to go beyond the bounds or limits of: to exceed one's understanding.

To surpass; be superior to; excel: their performance exceeded all the others.

MEETS: to comply with; fulfill; satisfy: *to meet a deadline; to meet a demand*

NEEDS IMPROVEMENT: partially meets expectations; needs development.

DOES NOT MEET: does not comply with; fulfill; satisfy: *to meet a deadline; to meet a demand*

Standard 1 - Job Knowledge - Degree of excellence demonstrated by the employee on the job relative to both department and district standards. Other considerations include: duties specified in the job description, need for re-doing tasks, skill, and maintenance of optimal work station/site efficiency.

____ 0 ____ **1.** Understands job duties, responsibilities and technology needed to maximize job performance

____ 0 ____ **2.** Is knowledgeable of techniques, methods and procedures to do the job

____ 0 ____ **3.** Quality of Work (accuracy, thoroughness, competence)

____ 0 ____ **4.** Uses all applicable resources appropriately

____ 0 ____ **Total of Standard 1** (maximum score available = 16)

Evaluator's Comments (required):



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Standard 2 - Job Competence – Considerations include: maintenance of safe and productive work environment, organization and coordination of action(s), care for and order of tools and equipment, need for individual supervision, and overall productivity and efficiency. Ratio of the amount of tasks completed by employee relative to the position's job description and other assigned duties within the prescribed time frame.

- ___0___ **1.** Work Habits/Safety
- ___0___ **2.** Quantity of Work (above and beyond requirements, shows initiative)
- ___0___ **3.** Time Management (prioritizing and completing tasks)
- ___0___ **4.** Uses all applicable resources appropriately
- ___0___ **Total of Standard 2** (maximum score available = 16)

Evaluator's Comments (required):

Standard 3 - Professionalism - Employee's ability to be trusted, support the goals of the department on the job, and demonstrate task completion and high performance standards. Related areas of consideration include: punctuality, reliability, ability to cooperate and work well with peers, promote coordination of efforts both within the work group and with other groups, sense and respond supportively to needs of others, and work to break down communications barriers.

- ___0___ **1.** Maintains confidentiality
- ___0___ **2.** Follows department and district policies and procedures
- ___0___ **3.** Teamwork/Collaboration
- ___0___ **4.** Dependability/Attendance
- ___0___ **Total of Standard 3** (maximum score available = 16)



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Evaluator Comments (required):

Standard 4 - Communication / Interpersonal Skills - Degree to which employee promotes understanding of and goodwill toward the department, school, and overall district through his/her actions and attitudes. Considerations include: communications; helpfulness to staff, students, and the public; conflict management; information dissemination; cooperation; interpersonal skills, cultural proficiency and respect for diversity.

- ____⁰ **1.** Expresses themselves clearly and appropriately
- ____⁰ **2.** Client Relations (satisfaction with services and work)
- ____⁰ **3.** Public Relations (models and inspires a positive outlook)
- ____⁰ **Total of Standard 4** (maximum score available = 12)

Evaluator Comments (required):



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0

_____ **Total Evaluation Score** (maximum score available = 60)

Total # of Points Received*	Rating for Points Received
46 to 60 Points	Highly Effective
31 to 45 Points	Effective (Meets Expectations)
16 to 30 Points	Partially Effective
0 to 15 Points	Ineffective

*A total of 31-60 Points allows a Classified Employee to be evaluated on a 2-year cycle

I have reviewed this evaluation and discussed it with my evaluator. My signature indicates that I have been advised of my evaluation score, and does not necessarily imply that I agree with this evaluation. I understand that I may attach additional comments in response to my evaluation, or send comments directly to the Human Resources Department.

Signatures:

Employee _____ Date _____

Evaluator _____ Date _____

Optional Employee Comments: An employee may provide additional comments below about the evaluation or the evaluation process.
