Santa Maria Joint Union
HIGH SCHOOL DISTRICT

CLASSIFIED PERMANENT EMPLOYEE EVALUATION

Employee Name _____ Job Title _____

Period Covered _____ Evaluator Name _____

Status ☐ Permanent ☐Probation/Promotion Eval #1 ☐Probation/Promotion Eval #2 Date _____

INSTRUCTIONS TO EVALUATOR: Refer to the employee's current job description when completing this evaluation. The evaluation shall focus on the employee's performance of the duties and responsibilities of the assigned classification. Rate each performance standard using the scale below. Ratings of Needs Improvement or Standard Not Met require specific comments. *A less-than-satisfactory overall performance evaluation requires a specific Improvement Plan in accordance with Article 12.6.2 of the CSEA collective bargaining agreement.*

4 = Exceeds Standard 3 = Meets Standard 2 = Needs Improvement 1 = Standard Not Met N/O = Not Observed N/A = Not Applicable

PERFORMANCE AREA / STANDARD	4	3	2	1	N/O	N/A
I. ATTENDANCE & RELIABILITY						
Reports to work as scheduled and on time.	☐	☐	☐	☐	☐	☐
Demonstrates regular and reliable attendance.	☐	☐	☐	☐	☐	☐
Follows established procedures for reporting absences or tardiness.	☐	☐	☐	☐	☐	☐
Comments:						
II. JOB KNOWLEDGE & COMPLIANCE						
Demonstrates knowledge and skills required for the assigned classification.	☐	☐	☐	☐	☐	☐
Understands and performs assigned job duties.	☐	☐	☐	☐	☐	☐
Complies with applicable laws, regulations, District policies and procedures.	☐	☐	☐	☐	☐	☐
Comments:						
III. QUALITY & PRODUCTIVITY OF WORK						
Completes assigned work within expected timeframes.	☐	☐	☐	☐	☐	☐
Performs work accurately, thoroughly and effectively.	☐	☐	☐	☐	☐	☐
Demonstrates effective planning, organization and work coordination.	☐	☐	☐	☐	☐	☐
Comments:						
IV. COMMUNICATION & PROFESSIONALISM						
Communicates effectively and professionally with students, staff, parents and/or the public, as applicable.	☐	☐	☐	☐	☐	☐
Demonstrates courtesy, tact and appropriate workplace communication.	☐	☐	☐	☐	☐	☐
Maintains composure and professional conduct.	☐	☐	☐	☐	☐	☐
Comments:						
V. COOPERATION & RESPONSE TO SUPERVISION						
Follows supervisory direction and responds appropriately to feedback.	☐	☐	☐	☐	☐	☐
Works cooperatively and effectively with others.	☐	☐	☐	☐	☐	☐
Adapts appropriately to changes in duties, procedures or work priorities.	☐	☐	☐	☐	☐	☐
Seeks clarification or assistance when needed.	☐	☐	☐	☐	☐	☐
Comments:						
VI. JUDGMENT & RESPONSIBILITY						
Demonstrates sound work judgment and decision-making.	☐	☐	☐	☐	☐	☐
Accepts responsibility and accountability for assigned work.	☐	☐	☐	☐	☐	☐
Properly uses and cares for District equipment, supplies and resources.	☐	☐	☐	☐	☐	☐
Comments:						
VII. PERFORMANCE OF ASSIGNED JOB DUTIES						
Satisfactorily performs the duties and responsibilities identified in the employee's job description and other duties appropriately assigned.	☐	☐	☐	☐	☐	☐
VIII. OVERALL PERFORMANCE	☐	☐	☐	☐	☐	☐

EMPLOYEE STRENGTHS

GOALS

EVALUATOR COMMENTS

RECOMMENDATIONS & IMPROVEMENT PLAN *(Required when the Overall Performance rating is "Needs Improvement" or "Standard Not Met.")*

Performance Concern:

Required Improvement/Goal:

Assistance/Support to be Provided:

Improvement Plan: ☐ Attached Follow-up Evaluation Date_____

ACKNOWLEDGMENT

The evaluator shall discuss the completed evaluation with the employee and provide the employee with a copy. Employee signature acknowledges receipt of this evaluation and does not necessarily indicate agreement or concurrence. The employee has no less than ten (10) days from receipt of this evaluation to submit a written rebuttal in accordance with Article 12.6.4 of the CSEA collective bargaining agreement.

Evaluator Signature/Date _____ **Employee Signature/Date** _____

☐ Employee declined/refused to sign.

Employee Comments (Optional):

HUMAN RESOURCES USE

Date Received: _____ ☐ Evaluation Complete ☐ Improvement Plan Attached, if required