

USD 464 CLASSIFIED PERSONNEL EVALUATION FORM

Employee:

Position:

Date:

Rating Scales	Explanation of Rating Factors	Exceeds Expectations (x3)	Meets Expectations (x2)	Needs Improvement (x1)	Comments
Work Habits	Observance of working hours, punctuality, time-management, daily attendance, care of equipment, meeting attendance.				
Relationships with People	Ability to get along with others, meeting & dealing with the public, cheerfulness, tact, courtesy, effectiveness of communications.				
Dependability	Degree to which employee can always be relied upon to do the job with little or no supervision. Trustworthiness in job assignment				
Quality of Work	Accuracy, neatness, organization, effective completion of work and work assignments.				
Quantity of Work	Amount of acceptable work performed, meets deadlines w/ work assignments.				
Willingness & Interest	Cooperation, enthusiasm for job duties, loyalty, willingness to assume responsibilities, initiative, promptness of action, capacity to analyze, organize, and plan effectively.				
Job Knowledge	The ability to understand the essential functions of this job, to grasp details, to make correct decisions, to solve new problems creatively.				
Personal	Is careful in appearance (neatness, cleanliness, appropriateness of dress, health practices).				

Rating Scales	Explanation of Rating Factors	Exceeds Expectations (x3)	Meets Expectations (x2)	Needs Improvement (x1)	Comments
Leadership Qualities	The ability to delegate responsibility, capacity to train employees and to lay out work, ability to build morale, confidence and respect in employees.				
Flexibility & Responsiveness	Adaptability, ability to learn, ability to perform under changes in work or working conditions, performance in emergencies.				
Ethics & Responsibility	Confidentiality, compliance with policies, instructions, safety, housekeeping.				
Professional Growth & Development	Willingness to receive, attend training necessary to improve. Reflective practice focused upon improvement. Accepting of constructive criticism and suggestions.				
Contributing to the School & District	Positive contributions to furthering mission, vision, values, and goals of district. Committee membership and attendance as requested. Team player.				
Tally of each Column	Record total number of X's in each column.				
Total Points Received	Total from each column multiplied times the column multiplier. (x3; x2; x1)				
Points received divided by total categories	13 total criteria (all criteria should apply to all employees)				
Overall Performance Rating	2.5-3.0 = Exceeds Expectations (39-33) 2.49-2.0 = Meets Expectations (32-26) Below 2.0 = Needs Improvement (25-13)				

General Summary		No
1. Is qualified & suitable for work assignment.		
2. Supervisors recommendation for continued employment.		
3. Plan of assistance necessary to address unsatisfactory areas.		

Evaluator's Summary:

Employee's Comments:

It is understood that in signing the Classified Personnel Evaluation Form, the employee acknowledges having seen and discussed the report. A signature does not constitute agreement or disagreement with the contents within the evaluation. As soon as this document has been developed a copy will be given to the employee, the primary evaluator, and the Superintendent.

Signature of Employee_____ Date_____

Signature of Supervisor_____ Date_____

Signature of Supervisor_____ Date_____