

- CLASSIFIED PERSONNEL -

**Classified Personnel Evaluation**

EMPLOYEE'S NAME \_\_\_\_\_ SCHOOL YEAR \_\_\_\_\_

WORKSITE/SCHOOL \_\_\_\_\_ SUPERVISOR \_\_\_\_\_

**POSITION:**

- |   |   |
|---|---|
| <input type="checkbox"/> ADMINISTRATIVE ASSISTANT | <input type="checkbox"/> FOOD SERVICE EMPLOYEE        |
| <input type="checkbox"/> BUS DRIVER               | <input type="checkbox"/> INSTRUCTIONAL ASSISTANT      |
| <input type="checkbox"/> BUS MECHANIC             | <input type="checkbox"/> SECRETARY/CLERICAL PERSONNEL |
| <input type="checkbox"/> CUSTODIAN/MAINTENANCE    | <input type="checkbox"/> OTHER,                       |

**EXPLANATION OF THE SCALE:**

- |                         |                     |
|-------------------------|---------------------|
| SATISFACTORY (S)        | UNSATISFACTORY (U)  |
| IMPROVEMENT NEEDED (IN) | NOT APPLICABLE (NA) |

**JOB KNOWLEDGE:**

Evaluate skill/knowledge of the information, procedures, materials, equipment, techniques, etc., required for the position.

- (a) Has necessary skills to complete tasks required in current job.
- (b) Understands and completes all records, reports, and documents required.
- (c) Has working knowledge of equipment/material that is necessary for completion of assigned task.
- (d) Attends appropriate in-service programs.
- (e) Adheres to Board policies.

S	IN	U	NA

Comments

**PRODUCTIVITY AND QUALITY OF WORK:**

Rate the completion, accuracy, timeliness, and volume of work.

- (a) Completes the required tasks.
- (b) Completes tasks accurately.
- (c) Completes tasks in a timely manner.
- (d) Uses proper safety measures when working.
- (e) Takes initiative in seeking and completing tasks without supervision.

S	IN	U	NA

Comments:.

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**RESPONSIBILITY, DEPENDABILITY, AND ATTENDANCE:**

Consider efforts to ensure the successful completion of tasks, extra efforts made to meet work demands, attendance, dependability, and general assistance.

- (a) Uses discretion with confidential or privileged information.
- (b) Follows directions.
- (c) Uses good judgment in performing responsibilities.
- (d) Organizes work responsibilities and sets priorities.
- (e) Has a good attendance record.
- (f) Reports to work punctually.
- (g) Returns to work from break and/or lunch punctually.

S	IN	U	NA

Comments:

**INTERPERSONAL RELATIONS:**

Consider relationships with other employees, students, and the community, and willingness to perform required duties and to help others accomplish tasks.

- (a) Deals with students and parents in a positive, constructive manner.
- (b) Deals with colleagues and supervisors in a positive, constructive manner.
- (c) Cooperates in accomplishing school and District goals and objectives.
- (d) Handles problems in a constructive and fair manner.
- (e) Works through line/staff relationships when addressing problems.
- (f) Offers differing opinions in a constructive and helpful manner.
- (g) Demonstrates effective written and verbal communication skills.

S	IN	U	NA

Comments:

**SUMMARY**

Overall job performance on applicable items.

S	IN	U	NA

**Classified Personnel Evaluation**

Is this employee recommended for employment?

Yes  No

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Growth and Development: Activities in which the employee has participated which could increase job effectiveness.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Improvement in the areas noted on this evaluation can be achieved by the following:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**This review has been discussed with the employee who has been given a copy. Signatures acknowledge completion of the evaluation and not necessarily agreement.**

\_\_\_\_\_  
*Employee's Signature*                      *Date*

\_\_\_\_\_  
*Supervisor's Signature*                      *Date*

Employee's Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**RELATED PROCEDURE:**

03.28 AP.22

Review/Revised:11/10/2003