

PERFORMANCE EVALUATION REPORT
CLASSIFIED PERSONNEL

EMPLOYEE NAME:	EMPLOYEE ID:	<input type="checkbox"/> 3rd Month	<input type="checkbox"/> 5th Month	<input type="checkbox"/> Annual	<input type="checkbox"/> Unscheduled Report
SITE / DEPARTMENT:	JOB TITLE:			DUE DATE:	

SECTION A: Checks in columns <i>C (Needs to Improve)</i> and <i>D (Unsatisfactory)</i> must be explained in Section E (Deficiencies)	O U T S T A N D I N G	C O M P E T E N T M E E T S S T A N D A R D S	N E E D S T O I M P R O V E	U N S A T I S F A C T O R Y	D O E S N O T A P P L Y
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GENERAL SKILLS LEARNS ALL DUTIES/REQUIREMENTS OF ASSIGNED JOB 1 Observe work schedule(s). <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> 2 Maintains a good attendance record. <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> 3 Presents an appropriate appearance. <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> 4 Complies with all policies, regulations and procedures. <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> 5 Knows all duties of the job. <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> 6 Organizes the workstations. <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> 7 Operates and cares for equipment properly. <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> DEMONSTRATES SKILLS IN ASSIGNED JOB 8 Makes good work judgements. <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> 9 Increase job skill level. <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> 10 Produces quality work. <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> PRODUCTIVITY IN ASSIGNED AREA 11 Completes satisfactory volume of work within a reasonable time frame. <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> 12 Meets all deadlines. <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> 13 Plans, organizes, and prioritizes work effectively. <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> 14 Coordinates all work scheduled. <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> 15 Initiates jobs that will contribute to the overall effectiveness of the operation. <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> MAINTAINS GOOD CUSTOMER / EMPLOYEE RELATIONS 16 Responds to need of community/parents/teachers in a professional manner. <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> 17 Relates respectfully and effectively with fellow employees. <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> ADAPTS TO CHANGE IN JOB ASSIGNMENTS DESIGNATED BY SUPERVISOR 18 Accepts responsibility. <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> 19 Willingly accepts suggestions/directions. <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> 20 Accepts change and demonstrates flexibility. <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> 21 Keeps lines of communication open between self and supervisor. <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> ADDITIONAL FACTORS 22 Apply principles of safety and sanitation. <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> 23 Participates in all department meetings. <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> 24 Shows interest in self-improvement. <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> 25 Demonstrates effectiveness under stress. <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	SECTION B: Record job <u>STRENGTHS</u> and superior performance. SECTION C: Record <u>PROGRESS ACHIEVED</u> in attaining previously set goals for improved work performance for personal or job qualification. SECTION D: Record specific <u>GOALS OR IMPROVEMENT PROGRAMS</u> to be undertaken during the next evaluation period. SECTION E: Record specific work performance <u>DEFICIENCIES</u> or job behavior requiring improvement or correction. <i>Explain checks in Column D.</i> SUMMARY EVALUATION: Check OVERALL performance* <input type="checkbox"/> Outstanding <input type="checkbox"/> Needs to Improve <input type="checkbox"/> Competent / Meets Standards <input type="checkbox"/> Unsatisfactory <i>*Overall rating below "Competent/Meets Standards" will NOT be forwarded to employee's Personnel File for TEN working days after receipt of his/her copy.</i> EVALUATER: <input type="checkbox"/> I DO <input type="checkbox"/> I DO NOT recommend this employee be granted permanent status. Evaluator Signature: _____ Title: _____ Date: _____
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CHILD NUTRITION - LEAD WORKERS / ELEMENTARY AND MIDDLE SCHOOL 1 Demonstrates leadership and assists in motivating others. <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> 2 Demonstrated an understanding of the goals relating to Child Nutrition practices. <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> 3 Knows of fire and disaster preparedness plans (at work site). <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> 4 Submit time folders/orders on time. <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> ADDITIONAL FACTORS FOR LEAD PERSONNEL 1 Scheduling and coordinating. <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> 2 Training and instructing. <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> 3 Input into co-works evaluations. <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> 4 Judgements and decisions. <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> 5 Leadership. <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	EMPLOYEE: I certify that this report has been discussed with me. I understand my signature does not necessarily indicate agreement. Employee Signature: _____ Date: _____ COMMENTS:
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INSTRUCTIONS FOR USE OF THE PERFORMANCE EVALUATION REPORT FORM

GENERAL:

- 1 After marking, very lightly with pencil, each factor in Section A, the evaluator shall review the report with his/her own principal or department head, if any. Markings and comments shall then be typed or inked in. Either the evaluator or reviewer (or both) shall then review the evaluation rating with the employee in a private interview. **All signatures shall be in ink. Changes and corrections shall be initialed by the employee.**
- 2 If space for comments is inadequate, similarly dated and signed attachments may be attached (*either type written or in ink*).
- 3 **Due Dates** shall be observed, and are particularly important for final probationary reports. Filing dates for these are flexible, and **both the first and the final reports** may be filed at any time between their receipt and the printed due date.
- 4 **All probationers** (*either new-hire or promotional*) shall be evaluated no later than the **end of their third full month** of probationary service and **again after five full months**. Probationers may be separated (*or demoted, if permanent in a lesser class*) at any time such action is deemed necessary by the principal or department head through use of either a scheduled or an unscheduled performance evaluation report.
- 5 **All permanent employees** who have completed at least five months of service in permanent status shall be evaluated annually. Permanent employees may also be separated or demoted in the same manner as probationary employees, provided that all pertinent merit system rules and District procedures are observed.
- 6 **Unscheduled reports** may be filed at any time for either permanent or probationary employees.
- 7 The "**Performance Evaluation Guide for Classified Employees**" should be consulted for suggestions, definitions, interpretations, and further instructions.
- 8 All performance evaluation reports in an employee's personnel department file are subject to review by principals or department heads whenever the employee is certified for transfer or promotion.

SECTION A:

Check one column for each factor. The Column "Does Not Apply" may be checked when a factor is not considered applicable to a particular job. Additional spaces have been provided to write in any additional factors. **Each check mark in Column D requires specific explanation in Section E.**

SECTION B:

May be used to describe outstanding qualities or performances, particularly when check marks in Column A do not seem adequately descriptive.

SECTION C:

Use to record progress or improvements in performance resulting from employee's efforts to reach previously set goals.

SECTION D:

Record agreed-upon or prescribed performance goals for the next evaluation period.

SECTION E:

Give specific reasons for check marks in Column D. Explanations of check marks in Column C are optional. Record here, any other specific reasons why the employee should not be recommended for permanent status, or—if the employee is already permanent—any specific reasons for required improvement.

EVALUATION SUMMARY:

Check the overall performance here, taking into account all factors and total performance over the full period of service being evaluated.

UNSATISFACTORY: Performance clearly inadequate in one or more critical factors as explained or documented in Section E. Employee has demonstrated inability or unwillingness to improve or to meet standards. Performance not acceptable for position held. (**NOTE:** Such summary evaluation bars the employee from promotional examinations for one year).

NEEDS TO IMPROVE: Total performance periodically, or regularly, falls short of normal standards. Specific deficiencies should be noted in Section E. This evaluation indicates the supervisor's belief that the employee can and will make the necessary improvements.

COMPETENT / MEETS STANDARDS: Level of Performance expected of a fully competent employee, who meets the standards of the position in every way.

OUTSTANDING: Represents performance with is far above that required for the position. It means ideal, extra ordinary performance. **Very few** employees qualify as "Outstanding."

SIGNATURES:

Both the evaluator and the employee shall date and sign the report. The employee's signature indicates that the conference has been held and that he/she has had an opportunity to read the report. If the employee refuses to sign for any reason, explain that his/her signature does not necessarily imply or indicate agreement with the report, and that space is provided for him/her to state any disagreement. Further refusal to sign shall be recorded on the report, and after being held for 10 days, will be forwarded to personnel for placement in the personnel file.

APPEAL:

Evaluation reports express the judgment and opinions of **supervisory authority**, and as such, are **not subject to appeal** under rules of the merit system, unless there has been a resultant action taken to suspend, demote, or dismiss a permanent employee.

DISTRIBUTION:

ORIGINAL FORM = Personnel

COPY = Site

COPY = Employee