

**CLASSIFIED EMPLOYEE PERFORMANCE EVALUATION**

**EMPLOYEE INFORMATION**

Name \_\_\_\_\_ Position \_\_\_\_\_  
School/Dept \_\_\_\_\_ Supervisor \_\_\_\_\_  
Date \_\_\_\_\_

<b>RATINGS</b>	4 - Exceeds Expectations	3 - Meets Expectations	2 - Below Expectations	1 - Unsatisfactory
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**JOB KNOWLEDGE & RESULTS**

- \_\_\_\_\_ demonstrates working knowledge in area of responsibility
- \_\_\_\_\_ effectively uses resources, tools, technology, and equipment
- \_\_\_\_\_ follows standards, policy, procedures, and law
- \_\_\_\_\_ quality of work-ensures quality, accountable for performance, follows directions
- \_\_\_\_\_ quantity of work-meets established criteria assigned
- \_\_\_\_\_ timeliness of work-meets deadlines follows through

Comments:

**DECISION MAKING & PROBLEM SOLVING**

- \_\_\_\_\_ takes initiative to make informed decisions when appropriate
- \_\_\_\_\_ is conscious of the problems that exist around him/her
- \_\_\_\_\_ keeps supervisor informed about issues
- \_\_\_\_\_ proactively prevents problems
- \_\_\_\_\_ reacts effectively to solve problems
- \_\_\_\_\_ demonstrates knowledge of which problems to solve on own and which to refer

Comments:

**WORK HABITS**

- \_\_\_\_\_ works willingly on all assigned tasks
- \_\_\_\_\_ uses time effectively
- \_\_\_\_\_ demonstrates organizational skills
- \_\_\_\_\_ works effectively with others or on own as appropriate
- \_\_\_\_\_ demonstrates clear, accurate, and effective oral and written communication
- \_\_\_\_\_ promotes a positive image of West Central School District
- \_\_\_\_\_ performs in a fair and ethical manner
- \_\_\_\_\_ maintains professional relationships with students, staff, parents, and visitors
- \_\_\_\_\_ has good attendance
- \_\_\_\_\_ is punctual
- \_\_\_\_\_ follows procedures in preparing for and reporting absences and/or tardiness

Comments:

<b>RATINGS</b>	4 - Exceeds Expectations	3 - Meets Expectations	2 - Below Expectations	1 - Unsatisfactory
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**SAFETY**

- \_\_\_\_\_ contributes to a clean and safe work environment – keeps area free of spills, debris, etc.
- \_\_\_\_\_ practices safe work techniques – lifts properly, uses ergonomic principles, uses caution when necessary, etc.
- \_\_\_\_\_ uses proper techniques/tools and wears personal protective equipment when appropriate
- \_\_\_\_\_ reports potential safety hazards immediately

Comments:

**EVALUATION**

Areas in which strength is shown:

Areas in which improvement is required:

Goals (as agreed upon by employee and supervisor):

**VERIFICATION OF REVIEW**      *The signature below confirms the discussion of the above evaluation.*

Employee Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Evaluator(s) Signature: \_\_\_\_\_

Date: \_\_\_\_\_

\_\_\_\_\_

Date: \_\_\_\_\_

Policy:

Adopted: 06/11/2012

Reviewed: 05/13/2024