

# Classified Annual Evaluation

**2018-2019**

<b>Employee Name:</b>	<b>Evaluation Date:</b>
<b>School District and School Location:</b>	<b>Assignment:</b>
<b>PERFORMANCE INDICATORS:</b> (Check one box only, 5 is the highest rating)	
<b>1.</b> The employee attends, participates, and arrives on time for required duties, work assignments, and meetings.	1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input type="checkbox"/>
<b>Comments:</b>	
<b>2.</b> The employee works and communicates effectively and professionally with co-workers, community members, staff and administration.	1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input type="checkbox"/>
<b>Comments:</b>	
<b>3.</b> The employee upholds and enforces school rules, administrative regulations, board policies, and procedures.	1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input type="checkbox"/>
<b>Comments:</b>	
<b>4.</b> The employee creates and maintains positive and appropriate relationships with students, staff, and supervisors.	1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input type="checkbox"/>
<b>Comments:</b>	
<b>5.</b> The employee demonstrates clear understanding and ability to perform the assigned job duties and responsibilities. Shows evidence of in depth knowledge and technical expertise. Learns and masters applicable new skills and procedures.	1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input type="checkbox"/>
<b>Comments:</b>	
<b>6.</b> The employee performs at a high level of accuracy, competency, and thoroughness. Uses initiative and creativity, as appropriate, in providing service.	1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input type="checkbox"/>
<b>Comments:</b>	
<b>7.</b> The employee consistently adheres to assigned work hours and good attendance. Shows sensitivity to the department and workload priorities when scheduling leave.	1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input type="checkbox"/>
<b>Comments:</b>	
<b>8.</b> The employee maintains professional mannerisms and appearance.	1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input type="checkbox"/>
<b>Comments:</b>	
<b>9.</b> The employee demonstrates flexibility and responsiveness to direction given in their work assignment. Shares information. Is accommodating and dependable. Avoids creating conflict or unnecessary confrontation.	1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input type="checkbox"/>
<b>Comments:</b>	

<b>10.</b> The employee performs work in a safe manner. Avoids shortcuts that increase health and safety risks to self or others. Understands the application of safe practices and observes safety rules.	1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input type="checkbox"/>
<b>Comments:</b>	
<b>Overall Rating:</b> (Ineffective 0-30/Developing 31-37/Effective 38-44/Highly Effective 45-50)	Rating Category:

Employee Name:

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

Site Administrator Name:

Site Administrator Signature: \_\_\_\_\_

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