

CLASSIFIED EMPLOYEE PERFORMANCE APPRAISAL EVALUATION

Employee's Name _____ Job Title _____ Work Location _____

Evaluator _____ Job Title _____

Evaluate each factor. Circle the number beside the statement that best describes your rating of employee's performance.

Knowledge of Job: *Consider understanding of all phases of work necessary to fully perform job duties.*

- 4 Has complete understanding of duties. Requires few directions. Consistently demonstrates knowledge of applicable policies, procedures, and job requirements.
- 3 Has satisfactory knowledge of duties. Needs some directions. Usually demonstrates knowledge of applicable policies, procedures, and job requirements.
- 2 Needs improvement. Occasionally fails to meet job requirements. Person must improve to meet expectations.
- 1 Has minimum knowledge of duties. Requires specific directions. Directions must often be repeated. Frequently fails to comply with established policies, procedures, and other job requirements.

COMMENT: _____

Quality of Work: *Consider accuracy and thoroughness of work.*

- 4 Consistently produces high quality of work. Rarely makes mistakes.
- 3 Work is usually satisfactory. Makes few mistakes.
- 2 Needs improvement. Occasionally fails to meet job requirements. Person must improve to meet expectations.
- 1 Work is not completed accurately. Makes many mistakes. Work has to be redone.

COMMENT: _____

Judgment: *Consider ability to analyze situations and make logical decisions under time constraints and pressure and to maintain confidentiality.*

- 4 Demonstrates outstanding ability to make sound judgments under pressure and time constraints. Maintains confidentiality.
- 3 Demonstrates sound judgment on routine situations. Needs some guidance. Maintains confidentiality.
- 2 Needs improvement. Occasionally fails to meet job requirements. Person must improve to meet expectations.
- 1 Demonstrates poor use of common sense. Decisions often not sound. Makes mistakes that are costly in dollars and/or relationships with others. Fails to maintain confidentiality.

COMMENT: _____

Initiative: *Consider resourcefulness and ability to develop new ideas or offer suggestions that will improve efficiency and/or relationships with others.*

- 4 Demonstrates a high degree of resourcefulness and creativity. Always looking for ways to make positive contributions.
- 3 Strives to be a self-starter and occasionally suggests new ideas.
- 2 Needs improvement. Occasionally fails to meet job requirements. Person must improve to meet expectations.
- 1 Shows little initiative. Only does what is asked.

COMMENT: _____

Dependability: *Consider reliability in following instructions and carrying out assigned tasks with minimum supervision.*

- 4 Extremely reliable and conscientious.
- 3 Generally reliable and attentive to work.
- 2 Needs improvement. Occasionally fails to meet job requirements. Person must improve to meet expectations.
- 1 Fails to complete many assignments. Requires frequent follow-up to ensure work is accomplished.

COMMENT: _____

Attitude: *Consider the ability to fit into the organization and to work cooperatively with principal/supervisor and others. Consider the employee's willingness to accept constructive feedback from principal/supervisor and others.*

- 4 Extremely cooperative with principal/supervisor and others and open to feedback. Constantly seeks to improve. Successful in building positive relationships.
- 3 Usually cooperative with principal/supervisor and others. Open to constructive feedback most of the time.
- 2 Needs improvement. Occasionally fails to meet job requirements. Person must improve to meet expectations.
- 1 Fails to work cooperatively with principal/supervisor and others. Resists authority. Causes friction within the organization. Not tactful. Presents negative image of organization to others.

COMMENT: _____

Time Management: Consider ability to produce quality work within constraints and deadlines.

- 4 Always completes quality work and seeks additional assignments.
- 3 Works at a steady pace and meets deadlines and job requirements.
- 2 Needs improvement. Occasionally fails to meet job requirements. Person must improve to meet expectations.
- 1 Produces less work than expected and finished product is often unsatisfactory.

COMMENT: _____

Attendance: Consider punctuality and amount of time absent from work.

- 4 Consistently punctual and on the job. Follows procedures for reporting late or absent.
- 3 Occasionally late or absent. Follows procedures for reporting late or absent.
- 2 Needs improvement. Occasionally fails to meet job requirements. Person must improve to meet expectations.
- 1 Frequently late or absent. Frequent and unplanned absences negatively impact efficient operation. Fails to report absences in accordance with procedures.

COMMENT: _____

Appearance: Consider dress in relation to the job the employee performs.

- 4 Always appropriately dressed. Level of neatness and cleanliness match duties performed.
- 3 Generally appropriately dressed. Level of neatness and cleanliness match duties performed.
- 2 Needs improvement. Occasionally fails to meet job requirements. Person must improve to meet expectations.
- 1 Often dresses inappropriately for the job. Dress distracts from the professionalism of the work and/or poses a safety concern.

COMMENT: _____

Professional Development: Consider whether professional development or maintaining certain certificates or licenses is a requirement of the position. Failure to attend required training or failure to maintain appropriate and/or current license may result in termination of employment.

- ___ Professional Development is required by local, state, or federal entity. Employee attends required professional development and seeks opportunities to grow professionally. Or employee maintains the certifications and/or licenses required for the position.
- ___ Employee failed to attend the required training or failed to maintain certifications and/or licenses required for the position.
- ___ Professional development is not a requirement of the job. However, the employee seeks opportunities to grow professionally and/or willingly attends classes, seminars, meetings, or other forms of professional development.

COMMENT: _____

Evaluator's Comments: _____

Employee's Comments: _____

Evaluator's Signature _____ **Date** _____

List the names, job titles, and relationship of other employees in the organization who may have provided information about the employee's performance. For example, the principal is the evaluator for an educational assistant in a school. However, the principal may have received feedback about the employee's performance from the classroom teacher or lead teacher in the building.

Name _____ **Job Title** _____

Explain how you have knowledge of the employee's work performance: _____

Name _____ **Job Title** _____

Explain how you have knowledge of the employee's work performance: _____

NOTE: A rating of "1" in any factor can result in the evaluator making a recommendation that the employee's employment be terminated.

Employee's Signature: _____ **Date:** _____

Note: Employee's signature does not indicate that the employee agrees with the evaluation; the signature verifies that the evaluator discussed the contents of the evaluation with the employee. If the employee disagrees with a rating, the employee may respond in writing to the evaluator within 10 days from the date the employee signs the evaluation. Evaluator also sends a copy of employee's response to Director of Classified Personnel within (3) days of receiving the response.