

PERFORMANCE APPRAISAL FORM FOR CLASSIFIED STAFF

Rating for _____
Rating by _____
Date _____

- 1. Based on your professional judgment rate this employee on the qualities listed below.
2. Rate the employee using the following criterion.

Not Observed - not applicable or lack of information to formulate judgment.
Needs improvement - work is acceptable, however employee needs to take more initiative in this area and improve performance.
Consistently meets standards - Work is always acceptable.
Superior - Employee understands job requirements and always exceeds expectations without assistance.

QUALITY OF WORK

The extent to which work produced meets requirements of accuracy and thoroughness.

Not observed Consistently meets standards
Needs improvement Superior

Comments:

Four horizontal lines for writing comments.

JOB KNOWLEDGE

Understanding of work duties and obligations, and the relationship of their job to others within the organization.

Not observed Consistently meets standards
Needs improvement Superior

Comments:

Four horizontal lines for writing comments.

QUANTITY OF WORK

The speed and consistency of output and the volume of work regularly produced.

Not observed Consistently meets standards
Needs improvement Superior

Comments:

Four horizontal lines for writing comments.

DEPENDABILITY

The extent to which employee can be counted on to carry out instructions and fulfill responsibilities.

- Not observed
- Consistently meets standards
- Needs improvement
- Superior

Comments:

INITIATIVE

The ability to think and act without being urged.

- Not observed
- Consistently meets standards
- Needs improvement
- Superior

Comments:

ADHERENCE TO RULES AND REGULATIONS

The extent to which the employee complies with established rules and regulations regarding punctuality/time clock procedures, safety, and sanitation/cleanliness.

- Not observed
- Consistently meets standards
- Needs improvement
- Superior

Comments:

CARE OF DISTRICT EQUIPMENT AND SUPPLIES

The extent to which equipment and supplies are handled carefully and in a reasonable manner.

- Not observed
- Consistently meets standards
- Needs improvement
- Superior

Comments:

INTERPERSONAL SKILLS - CO-WORKERS

The ability to relate effectively with other staff.

- Not observed
- Consistently meets standards
- Needs improvement
- Superior

Comments:

INTERPERSONAL SKILLS - PARENTS

The ability to relate effectively with parents and the public.

Not observed Consistently meets standards
 Needs improvement Superior

Comments:

INTERPERSONAL SKILLS – STUDENTS

The ability to relate effectively with the students.

Not observed Consistently meets standards
 Needs improvement Superior

Comments:

Attendance Record:

Number of days absent during the past twelve month's _____

Explanation (optional) _____

Performance Conference held on _____

It is understood that in signing this performance appraisal form, the employee acknowledges having seen and discussed its contents. Signing of the form by the employee does not necessarily mean agreement. However, refusal to sign the form in no way invalidates the report or its contents.

This performance appraisal form for classified staff is to be used for information and improvement purposes only and does not create an employment status for classified staff other than as at-will employee.

Signature of Employee

Date

Signature of Supervisor

Position /Title

Signature of Administrator

Additional Comments: