**Eastmont School District**

**Performance Evaluation for Classified Employees**

**Employee Name:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Title:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Dept.:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**INSTRUCTIONS:** Evaluate the employee’s performance in comparison to other employees in similar positions and classifications known to you. Place a check in the column which most nearly expresses your judgment.

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| **CATEGORIES** | **EXCEPTIONAL** | **STRONG** | **AVERAGE** | **BELOW AVERAGE** | **UNSATISFACTORY** |
| **QUALITY OF WORK:** Accuracy, thoroughness, effectiveness. | Exceptional High Quality ⁪ | High  Quality ⁪ | Average  Quality ⁪ | Quality Often Unacceptable ⁪ | Unacceptable  Quality ⁪ |
| **QUANTITY OF WORK:** Extent to which employee’s efforts satisfy the amount of work required by this job. | Exceptional High Output ⁪ | Output Above Average ⁪ | Average  Output ⁪ | Output Below Average ⁪ | Unsatisfactory  Output ⁪ |
| **PROBLEM** **SOLVING** **ABILITY**: Resourcefulness; ability to assess dimensions of problems, determine priorities and reach quick, accurate solutions.  DOES NOT APPLY ⁪ | Exceptionally Skilled  At Solving Problems  ⁪ | Above Average Problem Solving  Ability  ⁪ | Average Problem Solving Ability  ⁪ | Average Problem Solving Ability  ⁪ | Unsatisfactory Problem Solving Ability  ⁪ |
| **JUDGMENT**: Decision-making based on considering appropriate information.  DOES NOT APPLY ⁪ | Exceptional Good Judgment  ⁪ | Good  Judgment  ⁪ | Acceptable  Judgment  ⁪ | Judgment Often Unreliable  ⁪ | Poor  Judgment  ⁪ |
| **ABILITY** **TO** **RELATE** **TO** **OTHERS**: Cooperation, courtesy, tact, sensitivity. | Exceptional  Ability ⁪ | Above Average Ability ⁪ | Average  Ability ⁪ | Limited  Ability ⁪ | Relates to Others  Poorly ⁪ |
| **INITIATIVE**: The initiation of action; demonstrated willingness to exceed minimum performance required by job. | Exceptionally Ambitious  And Self-Starting ⁪ | Shows Strong Initiative  ⁪ | Occasionally Initiates Action  ⁪ | Rarely Shows Initiative  ⁪ | Needs Constant Prodding  ⁪ |
| **DEPENDABILITY**: Reliability, degree to which employee can be depended upon to complete tasks. | Exceptional Dependability ⁪ | Above Average Dependability ⁪ | Average Dependability ⁪ | Often Not  Dependable ⁪ | Not Dependable  ⁪ |
| **ATTENDANCE** **AND** **PUNCTUALITY**: Adherence to assigned hours and days of work. | Absent or Tardy Only for Illness or Emergency ⁪ | Good Attendance and Punctuality  ⁪ | Average Punctuality and Attendance  ⁪ | Not Regular In Attendance; Often Tardy ⁪ | Too Frequently Absent or Late  ⁪ |
| **TECHNICAL** **KNOWLEDGE** **AND** **SKILLS**: Demonstrated ability to apply technical knowledge and/or skills required to perform job; i.e. accounting theory, typing, data collection, mechanical maintenance, equipment operation, etc.) | Exceptional Grasp and Ability to Apply Technical Aspects of the Job ⁪ | Above Average Technical Skills  ⁪ | Average Technical Skills  ⁪ | Limited Technical Skills  ⁪ | Does Not Meet Minimum Standards  ⁪ |
| **FLEXIBILITY** **&** **COOPERATION**: Extent to which an employee is able to adjust to new situations. | Exceptional Flexibility and Cooperation  ⁪ | Strong Flexibility and Cooperation  ⁪ | Average Flexibility and Cooperation  ⁪ | Limited Ability to Adjust  ⁪ | Rigid; Uncooperative  ⁪ |
| **COMMUNICATION** **SKILLS**: Ability to communicate through use of the written and/or spoken word.  DOES NOT APPLY ⁪ | Exceptional Ability to Communicate  ⁪ | Above Average Ability to Communicate ⁪ | Average Ability to Communicate  ⁪ | Has Difficulty Communicating ⁪ | Has Extreme Difficulty Communicating ⁪ |
| **OVERALL MASTERY OF JOB**: Extent to which employee demonstrates the level or performance required by the job. | Exceptional Mastery of Job  ⁪ | Above Average Mastery of Job  ⁪ | Average Mastery of Job  ⁪ | Below Average Mastery of Job  ⁪ | Unsatisfactory Mastery of Job  ⁪ |

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| **EVALUATOR’S COMMENTS: (Evaluator must explain any Below Average or Unsatisfactory Ratings)** |

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| **EMPLOYEE’S COMMENTS:** |

***This report is based on my observation and knowledge. It represents my best judgment of this employee’s performance.***

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| **Evaluator’s Signature:** |  | **Date:** |  |
| **Principal’s or Administrator’s Signature:** |  | **Date:** |  |
| **Signature of Person Evaluated:**  *I have reviewed this report. My signature does not necessarily indicate agreement with the rating.* |  | **Date:** |  |

***The Eastmont School District is an Equal Opportunity Employer***