

WELLPINIT SCHOOL DISTRICT #49

Classified Employee Evaluation Form

Name _____ Job Title _____

Program _____ School _____

Years of Experience to Date _____ Period of Evaluation _____ to _____

Immediate Supervisor _____ Date _____

INSTRUCTIONS

Rate on a scale of 0-5 with 5 indicating the highest level of STRENGTH AREA range, 3 indicating the highest level of GROWTH AREA range, 1 the level of NEEDS IMPROVEMENT, and 0 indicating UNACCEPTABLE PERFORMANCE level. Check the "Focus" box if the subheading question is the primary role and function of the employee and "N/A" if the area does not pertain.

I. JOB KNOWLEDGE

	Strength Area 5 4	Growth Area 3 2	Needs Improvement 1	Unacceptable Performance 0	N/A
a. knowledge of tasks that need to be performed					
b. knowledge of how to perform necessary tasks					
c. knowledge of safe working environment					

Comments: _____

II. QUALITY OF WORK

	Strength Area 5 4	Growth Area 3 2	Needs Improvement 1	Unacceptable Performance 0	N/A
a. degree of excellence in performing various job functions					
b. demonstrates knowledge in job classification					
c. demonstrates ability to adapt and modify curricula as needed					
d. accomplishes work on schedule					
e. demonstrates good judgment and ability to complete assignments					

Comments: _____

III. COOPERATION OF EMPLOYEE

	Strength Area		Growth Area		Needs Improvement	Unacceptable Performance	N/A
	5	4	3	2	1	0	
a. follows instructions as given							
b. makes a positive acknowledgment of instructions							
c. may suggest an alternative way to do a task							
d. carries out instruction in a timely manner							

Comments: _____

V. HUMAN RELATIONS

	Strength Area		Growth Area		Needs Improvement	Unacceptable Performance	N/A
	5	4	3	2	1	0	
a. employee is cooperative and considerate to others							
b. expresses self clearly							
c. keeps busy with little or no supervisions							
d. works effectively under stress & responds to various needs							
e. maintains confidentiality							

Comments: _____

VI. VERSITILITY

	Strength Area		Growth Area		Needs Improvement	Unacceptable Performance	N/A
	5	4	3	2	1	0	
a. ability to learn and perform new or changed tasks							
b. moves up to higher position when needed.							
c. shows initiative to help others when needed							
d. willingness to learn new tasks/curricula							

Comments: _____

VII. DEPENDABILITY

	Strength Area 5 4	Growth Area 3 2	Needs Improvement 1	Unacceptable Performance 0	N/A
a. reliable and conscientious					
b. reports to work on time.					
c. calls in to report absences before scheduled work shift					
d. uses leave responsibly					

Comments: _____

VIII. OVERALL EVALUATION

	Strength Area	Growth Area	Needs Improvement	Unacceptable Performance	N/A
Overall Evaluation (Total of above)					

Comments: _____

EVALUATORS COMMENTS: _____

EMPLOYEE'S COMMENTS: _____

Evaluator's Signature: _____ **Date:** _____

My signature below indicates that I have seen this evaluation. It does not necessarily indicate agreement with the findings. I understand that I may attach a written statement to this form.

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