



# Classified Employee Performance Evaluation and Development Plan

Annual Evaluation Due April 15

**Reason for Evaluation:**

Completion of 90 day probation     Annual Evaluation     Commendation     Need for Improvement

Name: \_\_\_\_\_ Date Of Evaluation: \_\_\_\_\_

Position: \_\_\_\_\_ Department: \_\_\_\_\_

Date of Hire: \_\_\_\_\_ Time In Present Position: \_\_\_\_\_

Reviewed By: \_\_\_\_\_

**The Purpose Of This Evaluation Is To:**

1. Set Goals: The supervisor and the employee establish mutually agreed upon goals for future progress and development.
2. Inform: The supervisor and the employee communicate openly and honestly about performance.
3. Develop: The supervisor and employee identify actions the employee can take to enhance their development with the district.
4. Evaluate: The supervisor and the employee evaluate results based on pre-established goals and performance measures.

**I. Accomplishments And/Or Improvements:** What specific accomplishments and/or improvements has this individual made?

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**II. Position Goals And Responsibilities:** These are detailed goals and responsibilities that relate to an individual's position that have been identified as necessary to implement or that special attention needs to be given before the next evaluation.

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**III. Performance Appraisal:** Please consider the employee's demonstrated performance and mark the line which most closely describes that performance.

- 1. Outstanding: Performance consistently far exceeds expectations.
- 2. Commendable: Performance consistently exceeds normal expectations and job requirements.
- 3. Meets Requirements: Performance consistently meets expectations and job requirements.
- 4. Needs Improvement: Performance usually meets expectations and minimum requirements for the job.
- 5. Not Acceptable: Performance is below the minimum acceptable standards.

**Loyalty:** The willingness to consider and talk about the district in a positive way.

Outstanding      Commendable      Meets Requirements      Needs Improvement      Not Acceptable

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**Teamwork:** The working relationship established with fellow employees and supervisor in the working environment.

Outstanding      Commendable      Meets Requirements      Needs Improvement      Not Acceptable

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**Dependability:** The reliance which can be placed on an employee to persevere and carry through to completion any task assigned. This also applies to attendance and punctuality.

Outstanding      Commendable      Meets Requirements      Needs Improvement      Not Acceptable

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**Cooperation:** The willingness to do a little more than asked, problems are presented with possible solutions, and criticisms are of a constructive nature. The support of district decisions.

Outstanding      Commendable      Meets Requirements      Needs Improvement      Not Acceptable

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**Volume Of Work:** The amount of work produced compared with the requirements of the job.

Outstanding      Commendable      Meets Requirements      Needs Improvement      Not Acceptable

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**Quality Of Work:** The state-of-finish, completeness, attention to detail, and reliability in jobs performed. Work that requires little or no follow-up.

Outstanding      Commendable      Meets Requirements      Needs Improvement      Not Acceptable

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**Level Of "Primary Job" Skills:** The skill level exhibited in the primary trades or jobs for which the employee was primarily hired.

Outstanding      Commendable      Meets Requirements      Needs Improvement      Not Acceptable

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**Level Of "General" Skills:** The skill level exhibited in areas other than for which the employee was primarily hired.

Outstanding      Commendable      Meets Requirements      Needs Improvement      Not Acceptable

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**Initiative:** The exhibition of energy and self reliance. Actions that reflect interest and concern for the students and district. Striving for compliance in achieving new goals. Having input into the development of goals and objectives.

Outstanding      Commendable      Meets Requirements      Needs Improvement      Not Acceptable

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**Care Of Tools And Equipment:** The care, neatness, accounting of, and possession of tools and equipment.

Outstanding      Commendable      Meets Requirements      Needs Improvement      Not Acceptable

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**Appearance And Neatness:** The wearing of fresh reasonably clean clothes. Neatly groomed daily. Maintains a neat and clean working area, quarters, or shop area.

Outstanding      Commendable      Meets Requirements      Needs Improvement      Not Acceptable

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**IV. Development Plan:** What specific action can you suggest to help the employee improve their performance? How can you, as the supervisor, help?

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**V. Overall Job Satisfaction (Optional):** Explain or list the reasons for your level of job satisfaction. List suggestions which might improve job satisfaction.

Good      Acceptable      Poor      Unacceptable

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**VI. Employee Comments (Optional):** Each individual evaluated is encouraged to add any comments to this review. If additional space is needed, attach a separate sheet.

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\_\_\_\_\_ Recommended for salary step advancement.

\_\_\_\_\_ Not recommended for salary step advancement.

I am signing this evaluation to indicate that my supervisor and I have discussed the above evaluation.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor's Signature

Due Process Rights shall always be respected and adhered to, including the development of a specific plan for improvement.