# PERSONNEL 03.28 AP.21

‑ Classified Personnel ‑

Classified Personnel Evaluation

Employee’s Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ School Year \_\_\_\_\_\_\_\_\_\_

Worksite/School \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Supervisor \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Position:

|  |  |
| --- | --- |
| 🞏 Bus Driver | 🞏 School Nutrition Employee |
| 🞏 Custodian | 🞏 Maintenance Personnel |
| 🞏 Instructional Assistant | 🞏 Bus Mechanic |
| 🞏 Clerical Personnel | 🞏 Other, specify \_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

Explanation of the Scale:

|  |  |
| --- | --- |
| Satisfactory (S) | Unsatisfactory (U) |
| Improvement Needed (IN) | Not Applicable (NA) |

Job Knowledge:

Evaluate skill/knowledge of the information, procedures, materials, equipment, techniques, etc., required for the position.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  |  | **S** | **IN** | **U** | **NA** |
| (a) | Has necessary skills to complete tasks required in current job. |  |  |  |  |
| (b) | Understands and completes all records, reports, and documents required. |  |  |  |  |
| (c) | Has working knowledge of equipment/material that is necessary for completion of assigned task. |  |  |  |  |
| (d) | Attends appropriate in-service programs. |  |  |  |  |
| (e) | Adheres to Board policies. |  |  |  |  |
| Comments: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Productivity and Quality of Work:Rate the completion, accuracy, timeliness, and volume of work. |
|  |  | **S** | **IN** | **U** | **NA** |
| (a) | Completes the required tasks. |  |  |  |  |
| (b) | Completes tasks accurately. |  |  |  |  |
| (c) | Completes tasks in a timely manner. |  |  |  |  |
| (d) | Uses proper safety measures when working. |  |  |  |  |
| (e) | Takes initiative in seeking and completing tasks without supervision. |  |  |  |  |
| Comments: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

# PERSONNEL 03.28 AP.21

#  (Continued)

Classified Personnel Evaluation

|  |
| --- |
| Responsibility, Dependability, and Attendance:Consider efforts to ensure the successful completion of tasks, extra efforts made to meet work demands, attendance, dependability, and general assistance. |
|  |  | **S** | **IN** | **U** | **NA** |
| (a)  | Uses discretion with confidential or privileged information. |  |  |  |  |
| (b) | Follows directions. |  |  |  |  |
| (c) | Uses good judgment in performing responsibilities. |  |  |  |  |
| (d) | Organizes work responsibilities and sets priorities. |  |  |  |  |
| (e) | Has a good attendance record. |  |  |  |  |
| (f) | Reports to work punctually. |  |  |  |  |
| (g) | Returns to work from break and/or lunch punctually. |  |  |  |  |
| Comments: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
|  |
| Interpersonal Relations:Consider relationships with other employees, students, and the community, and willingness to perform required duties and to help others accomplish tasks. |
|  |  | **S** | **IN** | **U** | **NA** |
| (a) | Deals with students and parents in a positive, constructive manner. |  |  |  |  |
| (b) | Deals with colleagues and supervisors in a positive, constructive manner. |  |  |  |  |
| (c) | Cooperates in accomplishing school and District goals and objectives. |  |  |  |  |
| (d)  | Handles problems in a constructive and fair manner. |  |  |  |  |
| (e) | Works through line/staff relationships when addressing problems. |  |  |  |  |
| (f) | Offers differing opinions in a constructive and helpful manner. |  |  |  |  |
| (g) | Demonstrates effective written and verbal communication skills. |  |  |  |  |
| Comments: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Summary | **S** | **IN** | **U** | **NA** |
| Overall job performance on applicable items. |  |  |  |  |

# PERSONNEL 03.28 AP.21

#  (Continued)

Classified Personnel Evaluation

|  |  |
| --- | --- |
|

|  |
| --- |
| Overall, does the employee meet the designated performance standards? 🞏 Yes 🞏 NoComment: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

 |
|  |
| Growth and Development: Activities in which the employee has participated which could increase job effectiveness. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
|  |
| Improvement in the areas noted on this evaluation can be achieved by the following: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
|  | **This review has been discussed with the employee who has been given a copy. Signatures acknowledge completion of the evaluation and not necessarily agreement.** |  |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
|  ***Employee’s Signature Date*** |  ***Supervisor’s Signature Date*** |
|  |  |
| Employee’s Comments: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

Related Procedure:

03.28 AP.22

Review/Revised:7/20/09