

PERFORMANCE EVALUATION REPORT

CLASSIFIED PERSONNEL

EMPLOYEE NAME: SITE / DEPARTMENT:

EMPLOYEE ID: JOB TITLE:

3rd Month, 5th Month, Annual, Unscheduled Report

DUE DATE:

SECTION B: Record job STRENGTH and superior performance.

SECTION A: Checks in columns C (Needs to Improve) and D (Unsatisfactory) must be explained in Section E (Deficiencies)

OUTSTANDING, COMPETENT / MEETS STANDARDS, NEEDS TO IMPROVE, UNSATISFACTORY, DOES NOT APPLY

SECTION C: Record PROGRESS ACHIEVED in attaining previously set goals for improved work performance for personal or job qualification.

- 1 Complies with policies, regulations, and procedures.
2 Maintains a good attendance record.
3 Observes time/work schedules.
4 Presents an appropriate appearance.
5 Maintains confidentiality.
6 Uses materials/equipment safely and economically.
Plans, organizes, and prioritizes work effectively.
Relates respectfully and courteously to students.
9 Responds to needs of community/parents in a professional manner.
Works courteously and relates effectively with fellow employees.
Exhibits ability to work independently.
Accepts change and demonstrates flexibility.
Completes satisfactory volume of quality work within a reasonable time frame.

SECTION D: Record specific GOALS OR IMPROVEMENT PROGRAMS to be undertaken during the next evaluation period.

SECTION E: Record specific work performance DEFICIENCIES or job behavior requiring improvement or correction. Explain checks in Column D.

Needs to Improve

- 14 Shows an interest in self-improvement.
16 Understands department/school objectives and works to achieve them.
18 Keeps lines of communication open between self and supervisor.
19 Demonstrates an understanding of proper groundskeeping methods and procedures.
20 Demonstrates ability to apply fertilizers and pesticides in a safe and effective manner.
21 Demonstrates the ability to properly use and maintain hand tools.
22 Demonstrates the ability to properly operate and maintain small power equipment.
23 Possesses knowledge of proper trimming and pruning techniques.
24 Knowledge of all safety procedures, precautions, and safe work habits related to specific grounds duties.
26 Demonstrates the ability to properly operate and maintain large specialized power equipment.
27 Demonstrates the ability to assist in large landscape and irrigation installation.
30 Demonstrates the ability to assist in minor asphalt and concrete installation and repair.

Date:

GENERAL:

- 1 After marking, very lightly with pencil, each factor in Section A, the evaluator shall review the report with his/her own principal or department head, if any. Markings and comments shall then be typed or inked in. Either the evaluator or reviewer (or both) shall then review the evaluation rating with the employee in a private interview. All signatures shall be in ink. Changes and corrections shall be initialed by the employee.
- 2 If space for comments is inadequate, similarly dated and signed attachments may be attached (either type written or in ink) .
- 3 Due Dates shall be observed, and are particularly important for final probationary reports. Filing dates for these are flexible, and both the first and the final reports may be filed at any time between their receipt and the printed due date .
- 4 All probationers (either new-hire or promotional) shall be evaluated no later than the end of their third full month of probationary service and again after five full months . Probationers may be separated (or demoted, if permanent in a lesser class) at any time such action is deemed necessary by the principal or department head through use of either a scheduled or an unscheduled performance evaluation report.
- 5 All permanent employees who have completed at least five months of service in permanent status shall be evaluated annually. Permanent employees may also be separated or demoted in the same manner as probationary employees, provided that all pertinent merit system rules and District procedures are observed.
- 6 Unscheduled reports may be filed at any time for either permanent or probationary employees.

certified for transfer or promotion.

have been provided to write in any additional factors. Each check mark in Column D requires specific explanation in Section E .

SECTION D:

Record agreed-upon or prescribed performance goals for the next evaluation period.

SECTION E: