						D O E S N O T A P P L	SECTION B: Record job STRENGTHS and superior performance.  SECTION C: Record PROGRESS ACHIEVED in attaining previously set goals for improved work performance for personal or job qualification.
						Y	
GENERAL SKILLS							
1.	Complies with policies, regulations and procedures.				П	П	SECTION D: Record specific GOALS OR IMPROVEMENT
2.	Maintains a good attendance record.						PROGRAMS to be undertaken during the next evaluation period.
3.	Observes time/work schedules.						
4.	Presents an appropriate appearance.						
5.	Uses materials/equipment safely and economically.						
6.	Plans, organizes, and prioritizes work effectively.						
7.	Relates respectfully and courteously to students.						SECTION E: Record specific work performance DEFICIENCIES or
8.	Responds to needs of community/parents in a professional manner.						job behavior requiring improvement or correction. Explain checks in Column D.
9.	Works courteously and relates effectively with fellow employees.						
10.	Exhibits ability to work independently.						
11.	Accepts change and demonstrates flexibility.						
12.	Completes satisfactory volume of quality work within a reasonable time frame.						SUMMARY EVALUATION - Check o13.7 (ec)-13.7 9eumy
15.	Shows an interest in self-improvement.						$\textbf{RATER:} \ \square \ \textbf{IDO} \ \ \square \ \textbf{IDO} \ \textbf{NOT} \ \ \textbf{recommend}  \textbf{this}  \textbf{employee}  \textbf{be} \\ \textbf{granted permanent status}.$
							Signature: Title: Date:

## INSTRUCTIONS FOR USE OF THE PERFORMANCE EVALUATION REPORT FORM

## **GENERAL:**

- 1. After marking, very lightly with pencil, each factor in Section A, the rater shall review the report with his own principal or department head, if any. Markings and comments shall then be typed or inked in. Either the rater or reviewer (or both) shall then review the 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 made (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 not later than the end of their twelve (12) week on duty and again at twenty (20) weeks on duty. 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.
- The "Performance Evaluation Guide for Classified Employees" should be consulted for suggestions, definitions, interpretations, and further instructions.
- 8. All performance evaluation reports in an employee's personnel department file are subject to review by principals or department heads whenever the employee is certified for transfer or promotion.

**SECTION A:** 

Check (X) one column for each factor. The Column "Does Not Apply" may be checked when a factor is not considered applicable to a particular job. Additional spaces have been provided to write in any additional factors. Each check mark in **Column D** requires specific explanation in Section E.

**SECTION B:** 

May be used to describe outstanding qualities or performances, particularly when check marks in Column A do not seem adequately descriptive.

SECTION C:

Use to record progress or improv

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