



## 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.
7. 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