



**Evergreen School District #114  
Classified Personnel**

**PERFORMANCE EVALUATION FORM**

<b>Name:</b>	<b>Evaluation Type:</b> Check appropriate box(es)				
<b>Job Title(s):</b>	<b>Probation</b>				
<b>Location:</b>	<b>Annual</b>				
<b>Evaluation Criteria</b>		<b>Expectations</b>			
Any indicator marked other than "Meets" should have an explanatory comment entered in the comment section on the following page. (• = indicators)		<b>Exceeds</b>	<b>Meets</b>	<b>Needs to Improve</b>	<b>Unsatisfactory</b>
<b>1. Job Knowledge/Job Performance:</b>					
• Performs essential functions of the job					
• Demonstrates skill level appropriate to the job					
• Complies with federal, state, and local regulations, including those related to safety					
• Follows district's policies and procedures					
• Manages student behavior according to district policy and procedures, if applicable					
• Operates office machines/equipment appropriately					
• Maintains accurate records and reports as required					
<b>2. Quality of Work:</b>					
• Completes work as directed					
• Shows accuracy and thoroughness of work					
<b>3. Quantity of Work:</b>					
• Finishes assigned tasks within allotted time					
• Consistently meets productivity standards, if applicable					
<b>4. Attendance and Punctuality:</b>					
• Maintains acceptable attendance					
• Punctual--Follows established beginning and ending times of work schedule, including lunch and breaks					
<b>5. Interpersonal Skills:</b>					
• Demonstrates a cooperative and professional attitude in working with co-workers, students, staff, and the public					
• Interacts with mutual respect and dignity					
• Demonstrates a team approach					
<b>6. Communication Skills:</b>					
• Exchanges information accurately and uses appropriate form of communication for audience					
• Provides tactful and courteous communication					
• Uses correct grammar, punctuation, and spelling, if applicable					
<b>7. Initiative and Follow-through:</b>					
• Demonstrates ability to use foresight and effectively plans and organizes workload					
• Performs assigned tasks with minimal supervision					
• Recognizes needs and acts appropriately without direction					
• Demonstrates appropriate use of discretionary time					
• Demonstrates ability to deal with non-routine and/or emergency situations					
<b>8. Adaptability:</b>					
• Adjusts positively to new processes, assignments, and/or working conditions					
• Receptive to supervisor's suggestions for improvement					
<b>9. Professionalism:</b>					
• Respects, understands, and demonstrates confidentiality					
• Supports the goals of the district					
• Demonstrates the characteristics of a positive role model					
• Exhibits good judgment and common sense					
• Presents an appearance appropriate for the assignment					
• Sp.Ed. Assistants are making progress towards completion of the state "core competencies" within established time lines					

**Evaluator's Comments:**

\*Your signature only indicates that you have read and discussed this evaluation with the evaluator, not that you necessarily agree or disagree with its content. You may submit a written response to the classified personnel office, preferably within ten (10) business days of this date, and your statements will be attached to this evaluation form which will be included in your permanent personnel file.

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervising Teacher and/or Administrator's Signature(s)

\_\_\_\_\_  
Date

Revised 4/00