

# Classified Performance Evaluation

GRAND COULEE DAM SCHOOL DISTRICT #19

Employee: \_\_\_\_\_ Title: \_\_\_\_\_ Location: \_\_\_\_\_

Evaluator: \_\_\_\_\_ Title: \_\_\_\_\_ Date: \_\_\_\_\_

Additional input received from: \_\_\_\_\_

Evaluation type:      Probationary      Annual

**Directions:** Complete the evaluation after consultation with a person who supervises the work of the employee. Check the appropriate boxes next to the descriptors. In the event an area is marked other than "Meets Expectations" a comment is required to explain the rating.

	4	3	2	1
1. Job Performance	Meets expectations with excellence	Meets expectations	Area For Growth	Does not meet Expectations
a. Manages time efficiently.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b. Solves problems effectively.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c. Adjusts to new assignments/conditions. and is flexible to change.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
d. Is calm and objective under stress.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
e. Maintains confidentiality.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
f. Uses good judgment and makes decisions appropriate to the situation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
g. Clothing and grooming are appropriate for position.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Comments:

	Meets expectations with excellence	Meets expectations	Area For Growth	Does not meet Expectations
2. Job Knowledge				
a. Has working knowledge/ understanding of job.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b. Demonstrates skill level appropriate to job.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c. Understands/follows policies, procedures and practices established within district/building	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
d. Successfully completes recommended training.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Comments:



3. Quality of Work	Meets expectations with excellence	Meets expectations	Area For Growth	Does not meet Expectations
a. Work quality meets expected standards.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b. Works productively and efficiently.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c. Show pride and interest in work.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
d. Understands and applies appropriate safety procedures and practices.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
e. Maintains orderliness and cleanliness of work area(s).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Comments:

4. Quantity of Work	Meets expectations with excellence	Meets expectations	Area For Growth	Does not meet Expectations
a. Amount of work is consistent with job descriptions.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b. Demonstrates an understanding of responsibilities.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c. Completes work/tasks in a timely manner.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Comments:

5. Communications	Meets expectations with excellence	Meets expectations	Area For Growth	Does not meet Expectations
a. Communicates in a professional manner.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b. Listens attentively.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c. Understands and responds appropriately to verbal and written communications.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
d. Communicates clearly and effectively.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Comments:

6. Human Relations	Meets expectations with excellence	Meets expectations	Area For Growth	Does not meet Expectations
a. Treats students, staff, and community with courtesy and respect.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b. Gets along well with others.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c. Works collaboratively with others.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Comments:



7. Work attitude	Meets expectations with excellence	Meets expectations	Area For Growth	Does not meet Expectations
a. Works cooperatively with supervisor, staff, students, parents and community.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b. Accepts direction, instruction and correction in a positive manner.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Comments:

8. Initiative	Meets expectations with excellence	Meets expectations	Area For Growth	Does not meet Expectations
a. Demonstrates self-motivation.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b. Exhibits creative thinking and problem-solving skills.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c. Willingness to exceed minimum performance as required by the job.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Comments:

9. Attendance and punctuality	Meets expectations with excellence	Meets expectations	Area For Growth	Does not meet Expectations
a. Maintains good attendance.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b. Is punctual: begins working at designated time.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c. Calls employer when absent.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Comments:

10. Dependability	Meets expectations with excellence	Meets expectations	Area For Growth	Does not meet Expectations
a. Anticipates what needs to be done and follows through.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b. Performs tasks and assignments without supervision.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c. Completes tasks in a timely manner.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Comments:



**Overall Performance**

(Check the Appropriate Box)

- Meets Expectations With Excellence      Achieved excellence in multiple categories; modeled superior performance overall.
- Meets Expectations      Satisfied job requirements; expectations have been met or exceeded.
- Needs Improvement      Based on job description requirements and expectations, identify specific areas that need improvement.
- Does Not Meet Expectations      Employee has not met expectations and is in need of substantial improvement. (Assistance/improvement Plan attached.)

**Evaluator Comments:**

\_\_\_\_\_  
Evaluator Signature

\_\_\_\_\_  
Evaluator Title

\_\_\_\_\_  
Date

**Employee Comments:**

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Employee Position

\_\_\_\_\_  
Date

*The signature of the employee above does not necessarily imply that the employee agrees with the preceding report, but only that he/she has seen and discussed the evaluation with the evaluator.*

*A copy of this evaluation will be given to the employee within **one week** of completion of the evaluation process.*

