



CONFIDENTIAL EMPLOYEE PERFORMANCE EVALUATION (Non-Probationary)

Employee Name: _____ G# _____

Reporting Period: From: _____ To: _____
 6th Month Conditional Annual Biennial Other

Position Title: _____

Department: _____

Supervisor: _____ G# _____

Performance Standards

(The following terms are to be reviewed and understood by both the employee and the administrator prior to the evaluation. It is important for consistency and enhanced communication that both supervisor and employee operate with the same definition for each of the performance standards.)

Outstanding	Consistently Meets Expectations	(N) Needs to Improve	(U) Unacceptable
Performance reflects superior skills, knowledge, and ability by consistently exceeding job requirements and often demonstrating exceptional performance. Makes unique and significant contributions to the department.	Performance meets the job description requirements. Employee consistently meets normally accepted standards and satisfactorily completes assignments. Employee achieves results one would expect taking into consideration training received and related background/experience.	Performance does not consistently meet standards; requires more direction and supervision to accomplish the task than normal; performs below minimum job requirements; does not meet performance expectations. Improvement required within a defined period of time to meet standards.	Performance does not meet requirements of the job and seriously impacts the department's effectiveness. Improvement in employee's performance is essential.

All ratings must be substantiated by supporting observations and examples. In addition, for Needs-to-Improve and Unacceptable ratings, specific recommendations for improvement must be outlined. A follow-up evaluation will need to be scheduled within a defined period of time to assess the employee's improvement and whether or not competency has been reached.

Performance Areas

Knowledge of Duties

Demonstrates clear understanding and ability to perform the assigned job duties and has in-depth knowledge and technical expertise. Learns and masters applicable new skills and procedures.

<input type="checkbox"/> Outstanding	<input type="checkbox"/> Consistently Meets Expectations	<input type="checkbox"/> Needs to Improve	<input type="checkbox"/> Unacceptable
Demonstrates a mastery of breadth and depth of knowledge. Is regarded as an expert.	Has good knowledge of job responsibilities and meets standards.	Deficient in knowledge and has limited awareness of job duties.	Lacks required knowledge to perform job. Work is consistently below standards.

Comments:

Quality of Work/Accuracy*Performs at a high level of competency, accuracy and thoroughness. Uses initiative and creativity as appropriate in providing service.*

<input type="checkbox"/> Outstanding	<input type="checkbox"/> Consistently Meets Expectations	<input type="checkbox"/> Needs to Improve	<input type="checkbox"/> Unacceptable
Demonstrates exemplary work and a high level of accuracy and creativity. Work is consistently of high quality.	Produces quality results. Work is accurate and thorough. Pays attention to detail.	Quality of work is below standard. Requires direction.	Accuracy and competency is not demonstrated. Constant supervision is required.

Comments:

Attendance/Punctuality*Schedules and uses leave in an appropriate manner that is sensitive to the department and workload priorities. Adheres to work schedule; reports to work on time.*

<input type="checkbox"/> Outstanding	<input type="checkbox"/> Consistently Meets Expectations	<input type="checkbox"/> Needs to Improve	<input type="checkbox"/> Unacceptable
Attendance is exemplary and uses good judgment in scheduling leave.	Attendance is reliable and gives proper notice in advance of foreseeable absences.	Frequently late/absent from work and does not use good judgment in scheduling leave.	High absenteeism. Ignores leave guidelines. Absenteeism adversely affects work environment.

Comments:

Follow Through/Prioritization*Demonstrates good judgment in planning, organizing, and completing work.*

<input type="checkbox"/> Outstanding	<input type="checkbox"/> Consistently Meets Expectations	<input type="checkbox"/> Needs to Improve	<input type="checkbox"/> Unacceptable
Demonstrates exemplary skills in planning and organizing the completion of work.	Plans, organizes and completes work.	Insufficiently plans, is disorganized and completion of work is inconsistent.	Fails to plan, to organize and to complete work as required.

Comments:

Team Player

Works well and effectively with others; responsive, positive attitude towards work; ability and willingness to work with associates, administrators and subordinates toward common goals; cooperative, accommodating and dependable.

<input type="checkbox"/> Outstanding	<input type="checkbox"/> Consistently Meets Expectations	<input type="checkbox"/> Needs to Improve	<input type="checkbox"/> Unacceptable
Actively works with others to accomplish common tasks and reach goals.	Works well as a team member and contributes to the goal.	Reluctant to perform as team member. Unwilling to work with others towards common goals.	Uncooperative and will not perform as a team member. Action is detrimental to accomplishing goals.

Comments:

Effectiveness/Efficiency

Demonstrates the ability to use time wisely in producing the volume of work required for the position.

<input type="checkbox"/> Outstanding	<input type="checkbox"/> Consistently Meets Expectations	<input type="checkbox"/> Needs to Improve	<input type="checkbox"/> Unacceptable
Results routinely exceed expectations in terms of time usage and quantity produced.	Completes assigned work and uses time wisely.	Uses time inefficiently and volume of work is insufficient.	Fails to accomplish tasks. Fails to use time efficiently. Unable to work on multiple tasks.

Comments:

Flexibility

Demonstrates the ability to accommodate unexpected changes in the work routine.

<input type="checkbox"/> Outstanding	<input type="checkbox"/> Consistently Meets Expectations	<input type="checkbox"/> Needs to Improve	<input type="checkbox"/> Unacceptable
Consistently goes above and beyond to meet the demands of the unexpected.	Appropriately modifies behavior and work methods in response to the unexpected.	Has difficulty in responding to changing conditions in the work place.	Unable or unwilling to respond to changing conditions in the work place.

Comments:

Interpersonal/Communication Skills

The ability to listen, hear and respond in a sensitive, meaningful way that enhances mutual respect with others as the employee carries out his/her responsibilities.

<input type="checkbox"/> Outstanding	<input type="checkbox"/> Consistently Meets Expectations	<input type="checkbox"/> Needs to Improve	<input type="checkbox"/> Unacceptable
Promotes and builds excellent relationships with others.	Listens and responds effectively. Demonstrates respect for co-workers and others.	Lacks effective communication skills, negatively impacting job performance.	Insensitive communication skills that cause conflict.

Comments:

Demonstrative Sensitivity and Awareness to Diversity

Sensitivity to diverse populations that may require special effort and attention to provide equitable and quality service; participates in activities designed to support a diverse working and learning environment; seeks ways to improve communication across areas of diversity.

<input type="checkbox"/> Outstanding	<input type="checkbox"/> Consistently Meets Expectations	<input type="checkbox"/> Needs to Improve	<input type="checkbox"/> Unacceptable
Demonstrates an understanding of the challenges and opportunities that diversity brings to the workplace; works to develop relationships among diverse groups of workers and students.	Demonstrates support for the diversity of co-workers and students; seeks to understand differences and respects differences in the workplace.	Expects others to act and think the way he/she does; little effort to accommodate differences; impatient with those who are different.	Intolerant of those who are different; refuses to acknowledge or accommodate differences.

Comments:

Safe Work Habits

Understanding and application of safe practices; observes safety rules. (i.e., lifting, storing, ergonomics, etc.)

<input type="checkbox"/> Outstanding	<input type="checkbox"/> Consistently Meets Expectations	<input type="checkbox"/> Needs to Improve	<input type="checkbox"/> Unacceptable
Models safe work habits. Identifies unsafe conditions and recommends solutions.	Practices safe work habits.	Neglects prescribed safety policies and procedures that define safe work habits.	Puts oneself, others and/or District at serious risk by failing to practice safe work habits.

Comments:

Adaptability*Demonstrates the ability to learn new tasks, develop new skills and to accept new ideas as the work environment changes over time.*

<input type="checkbox"/> Outstanding	<input type="checkbox"/> Consistently Meets Expectations	<input type="checkbox"/> Needs to Improve	<input type="checkbox"/> Unacceptable
Keeps abreast of current trends in area of expertise. Initiates the opportunity to adapt, and to learn new tasks.	Readily learns new tasks to keep current. Open to change and new ideas.	Is reluctant to adapt to a changing work environment.	Does not adapt to a changing work environment.

Comments:

Leadership/Supervision (if applicable)*Effectively assigns and delegates work in a manner that promotes productive and quality work; motivates others to realize their potential; oversees systems/ operations effectively.*

<input type="checkbox"/> Outstanding	<input type="checkbox"/> Consistently Meets Expectations	<input type="checkbox"/> Needs to Improve	<input type="checkbox"/> Unacceptable
Demonstrates good supervisory skills in directing and assigning work; is fair, consistent, and responsible; perceived as a leader by work group.	Takes initiative when necessary; sets example of self-reliance and leadership; makes sound decisions; uses good judgment in the delegation or assignment of work.	Seldom takes initiative; cannot effectively delegate or assign work; perceived as unfair.	Uses bad, uninformed judgments and recommendations; fails to develop team among work unit; neglects oversight of operations.

Comments:

Strengths*Summarize the employee's most significant strengths in the performance of work.*

Comments:

Areas for Growth and/or Improvement

Highlight areas of potential growth, which may add to the employee's value to the District. Does the employee show ability to retain new concepts? Summarize any needed improvement. If appropriate, specify recommendations.

Comments:

OVERALL PERFORMANCE RATING

Evaluate how this employee has met the requirements of his/her position during the entire period covered by this evaluation.

Outstanding

Consistently Meets Expectations

Needs to Improve

Unacceptable

Comments:

Goals Identified for Next Evaluation Period:

1.

6.

2.

7.

3.

8.

4.

9.

5.

10.

Optional: Employee's Comments (attach a separate sheet, if necessary):

Employee:

I acknowledge having seen and discussed this report with my supervisor. My signature does not necessarily signify agreement. I understand that I may submit a written response to be attached to this evaluation and placed in my personnel file.*

Signature

Date

Supervisor:

This report is based on my direct observation and/or knowledge. It represents my best judgment of this employee's performance.

Signature

Date

Evaluator's Supervisor:

This is confirmation that the above supervisor has completed the evaluation for this employee.

Signature

Date

*Written response must be submitted to the supervisor within ten (10) working days. The original copy will be attached to the Performance Evaluation Report and forwarded to Human Resources.