

CLASSIFIED EMPLOYEE PERFORMANCE REPORT

Status: Probationary Permanent

EMPLOYEE: _____

Annual Report due: _____

Classification: _____

Probationary Report due: _____

Section or School: _____

Interim Report due: _____

Purposes: 1. To assess and improve the performance of each classified employee and to insure a high quality of service.
2. To provide a basis for necessary personnel decisions.

FACTOR CHECKLIST					
<i>Check only those factors which relate to the position.</i>	Unsatisfactory	Needs to Improve	Satisfactory	Exceeds Standard	Not Observed
A. WORK HABITS					
1 Observance of work hours					
2 Attendance					
3 Compliance with regulations					
4 Meeting deadlines					
5 Operations and care of equipment					
6 Personal habits					
B. WORK PERFORMANCE					
7 Knowledge of work					
8 Work judgments					
9 Planning and organizing					
10 Job skill level					
11 Quality of work					
12 Volume of work					
13 Carries out assigned duties					
C. ADAPTABILITY AND INITIATIVE					
14 Accepts responsibility					
15 Adapts to change					
16 Effectiveness under stress					
17 Initiative					
18 Dependability					
D. RELATIONSHIP WITH PEOPLE					
19 Pupil contacts (<i>if applicable</i>)					
20 Employee contacts					
21 Public contacts					
22 Supervisor					
E. SUPERVISORY ABILITY (where applicable)					
23 Planning and organizing					
24 Scheduling and coordination					
25 Training and instructing others					
26 Supervisory control					
27 Judgment and decisions					
28 Operational economy					
29 Motivation of subordinates					
30 Fairness and impartiality					

Agreed upon methods for improvement to be undertaken during evaluation period as specified:

To be completed for Probationary Employees only:

Evaluator: I do I do not recommend this employee be granted permanent status.

Employee's comments:

Check this box if you have attached additional information.

Employee: I have seen and discussed this report with my supervisor. I understand that my signature does not necessarily indicate agreement.

EVALUATOR'S SIGNATURE

DATE

EMPLOYEE'S SIGNATURE

DATE