

- CLASSIFIED PERSONNEL -

**Classified Personnel Evaluation**

EMPLOYEE'S NAME \_\_\_\_\_

SCHOOL YEAR \_\_\_\_\_

WORKSITE/SCHOOL \_\_\_\_\_

SUPERVISOR \_\_\_\_\_

POSITION: \_\_\_\_\_

DATE \_\_\_\_\_

BUS DRIVER

SCHOOL NUTRITION EMPLOYEE

CUSTODIAN

MAINTENANCE PERSONNEL

INSTRUCTIONAL ASSISTANT

BUS MECHANIC

CLERICAL PERSONNEL

OTHER, SPECIFY \_\_\_\_\_

**EXPLANATION OF THE SCALE:**

EXCELLENT (E)

SATISFACTORY (S)

UNSATISFACTORY (U)

IMPROVEMENT NEEDED (IN)

NOT APPLICABLE (NA)

**JOB KNOWLEDGE:**

Evaluate skill/knowledge of the information, procedures, materials, equipment, techniques, etc., required for the position.

|     |  | E | S | IN | U | NA |
|-----|--|---|---|----|---|----|
| (a) | Has necessary skills to complete tasks required in current job.                                |   |   |    |   |    |
| (b) | Understands and completes all records, reports, and documents required.                        |   |   |    |   |    |
| (c) | Has working knowledge of equipment/material that is necessary for completion of assigned task. |   |   |    |   |    |
| (d) | Attends appropriate in-service programs.   |   |   |    |   |    |
| (e) | Adheres to Board policies.   |   |   |    |   |    |

Comments:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Classified Personnel Evaluation**

| <b><u>PRODUCTIVITY AND QUALITY OF WORK:</u></b>                |   |          |          |           |          |           |
|--|---|----------|----------|-----------|----------|-----------|
| Rate the completion, accuracy, timeliness, and volume of work. |   |          |          |           |          |           |
|  |   | <b>E</b> | <b>S</b> | <b>IN</b> | <b>U</b> | <b>NA</b> |
| (a)  | Completes the required tasks.   |          |          |           |          |           |
| (b)  | Completes tasks accurately.   |          |          |           |          |           |
| (c)  | Completes tasks in a timely manner.                                   |          |          |           |          |           |
| (d)  | Uses proper safety measures when working.                             |          |          |           |          |           |
| (e)  | Takes initiative in seeking and completing tasks without supervision. |          |          |           |          |           |

Comments:

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| <b><u>RESPONSIBILITY, DEPENDABILITY, AND ATTENDANCE:</u></b>   |  |          |          |           |          |           |
|--|--|----------|----------|-----------|----------|-----------|
| Consider efforts to ensure the successful completion of tasks, extra efforts made to meet work demands, attendance, dependability, and general assistance. |  |          |          |           |          |           |
|  |  | <b>E</b> | <b>S</b> | <b>IN</b> | <b>U</b> | <b>NA</b> |
| (a)  | Uses discretion with confidential or privileged information. |          |          |           |          |           |
| (b)  | Follows directions.  |          |          |           |          |           |
| (c)  | Uses good judgment in performing responsibilities.           |          |          |           |          |           |
| (d)  | Organizes work responsibilities and sets priorities.         |          |          |           |          |           |
| (e)  | Has a good attendance record.                                |          |          |           |          |           |
| (f)  | Reports to work punctually.                                  |          |          |           |          |           |
| (g)  | Returns to work from break and/or lunch punctually.          |          |          |           |          |           |

Comments:

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**Classified Personnel Evaluation**

| <b><u>INTERPERSONAL RELATIONS:</u></b>  |   |          |          |           |          |           |
|---|---|----------|----------|-----------|----------|-----------|
| Consider relationships with other employees, students, and the community, and willingness to perform required duties and to help others accomplish tasks. |   |          |          |           |          |           |
|   |   | <b>E</b> | <b>S</b> | <b>IN</b> | <b>U</b> | <b>NA</b> |
| (a)   | Deals with students and parents in a positive, constructive manner.       |          |          |           |          |           |
| (b)   | Deals with colleagues and supervisors in a positive, constructive manner. |          |          |           |          |           |
| (c)   | Cooperates in accomplishing school and District goals and objectives.     |          |          |           |          |           |
| (d)   | Handles problems in a constructive and fair manner.                       |          |          |           |          |           |
| (e)   | Works through line/staff relationships when addressing problems.          |          |          |           |          |           |
| (f)   | Offers differing opinions in a constructive and helpful manner.           |          |          |           |          |           |
| (g)   | Demonstrates effective written and verbal communication skills.           |          |          |           |          |           |

Comments:

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| <b><u>SUMMARY</u></b> |  |          |          |           |          |           |
|-----------------------|--|----------|----------|-----------|----------|-----------|
|                       |  | <b>E</b> | <b>S</b> | <b>IN</b> | <b>U</b> | <b>NA</b> |
| (a)                   | Overall job performance on applicable items. |          |          |           |          |           |

Comments:

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