

FERN RIDGE SCHOOL DISTRICT 28J

Classified Employee Performance Evaluation

Employee Name: _____

Position: _____

Department/School: _____

Status: _____ Permanent _____ Probationary

Meets Expectations	Needs Improvement	Does Not Meet Expectations	Does Not Apply
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Meets Expectations: Employee performs the accountabilities as stated in the position description, the additional duties as assigned by the administrative supervisor, and those generally recognized duties and responsibilities which are considered reasonable.

Needs Improvement: Employee meets minimum job standards as stated in the position description, the additional duties as assigned by the administrative supervisor, and those generally recognized professional duties and responsibilities which are considered reasonable. Employee is encouraged to seek assistance, support, and/or additional training from supervisors, co-workers, and/or professional organizations to improve job performance.

Does Not Meet: Employee does not perform the accountabilities as stated in the position description, the additional duties as assigned by the administrative supervisor, and those generally recognized professional duties and responsibilities which are considered reasonable.

1. QUALITY OF WORK

				A. Quality: Employee performs work assignment with exactness and thoroughness.
				B. Job Knowledge:
				1. Employee demonstrates knowledge of duties and applicable laws and regulations.
				2. Employee uses equipment and materials accurately and skillfully.
				C. Safety: Employee takes precautions to protect self and others from injury.
				D. Growth: Employee demonstrates interest in obtaining new job knowledge.
				E. Other:

2. QUANTITY OF WORK

				A. Output: Employee consistently performs a satisfactory quantity of work.
				B. Deadlines: Employee consistently meets required deadlines.
				C. Use of Time: Employee works steadily; uses work time efficiently.
				D. Other:

3. PERSONAL QUALITIES

				A. Initiative: Employee demonstrates initiative in identifying tasks to be completed.
				B. Attendance & Punctuality: Employee faithfully adheres to hours and days of assigned work.
				C. Dependability: Employee can be counted on to follow instructions and work well with a minimum of supervision.
				D. Judgment: Uses good judgment in handling difficult situations.
				E. Appearance: Employee's personal neatness and cleanliness are appropriate to the job setting.
				F. Other:

4. PERSONAL RELATIONS

				A. Staff Relations: Maintains a cooperative working relationship with fellow employees.
				B. Public Relations: Is courteous and helpful to parents and District patrons.
				C. Student Relations: Maintains positive and appropriate relationship with students.
				D. Other:

5. LEADERSHIP RESPONSIBILITIES

				A. Planning and Organization
				B. Employee Training
				C. Decision Making
				D. Other:

