



CLASSIFIED EVALUATION REPORT

Employee Name _____

Classification _____ Site _____

Administrator/Supervisor _____

Dates of Evaluation Period from: _____ to _____

FACTORS CHECKLIST	1	2	3	N/A
Rate each factor:				
1 Needs Improvement				
2 Meets standards				
3 Exceeds Standards				
Quality of Work				
Volume of acceptable work				
Knowledge of work				
Punctuality and attendance				
Compliance with policies				
Meets deadlines				
Accepts responsibility				
Accepts direction				
Accepts change				
Effectiveness under stress				
Safety practices				
Operation and care of equipment				
Appearance of work station				
Judgment				
Initiative				
Relations with public				
Relations with staff and students				
Grooming and dress				
Professional development				
Additional Factors:				
Check each factor in the appropriate column ONLY for employees who are in a "lead" role and provide work direction to others.	1	2	3	N/A
<i>Planning and organizing</i>				
<i>Scheduling and coordinating</i>				
<i>Training and instructing</i>				
<i>Productivity</i>				
<i>Evaluating others</i>				
<i>Judgment and decisions</i>				
<i>Leadership</i>				
<i>Maintains confidentiality</i>				

Comments by Administrator/Supervisor on strengths/superior performance: _____

Comments by Administrator/Supervisor on opportunities for improvement: _____

During the evaluation conference, please identify one to three job-related goals. The goals may pertain to growth and development or be related to a function of the position.

Goal(s) _____

Employee comments on plan to reach these goals: _____

Administrator/Supervisor comments on plan to support these goals: _____

Supervisor's Recommendation (probationary employee only):

Continuation of employment Termination

Signature of Administrator/Supervisor

Date

Employee: *I certify that this report has been discussed with me.
I also understand that my signature does not necessarily indicate agreement and that I
may attach written comments to accompany this evaluation form.*

Signature of Employee

Date

Copies to: Employee, Administrator/Supervisor, Personnel File