

**SILVER VALLEY UNIFIED SCHOOL DISTRICT
CLASSIFIED PERSONNEL PERFORMANCE EVALUATION**

Probation: 3 mos 6 mos Annual:

Evaluation Period: _____ to _____

Employee Name: _____

Position Title: _____

Site: _____

School Year: _____

Not Applicable Factor does not apply to this position.

Unsatisfactory Employee's performance is unsatisfactory and definitely not up to standard.
Specific explanation must be made on the report.

Needs to Improve Employee should concentrate effort to bring performance up to work standards.
This is not to be construed as a notice of unsatisfactory service not as a disciplinary action.

Competent Employee's performance clearly and consistently meets standards.

Outstanding Employee's performance is superior, significantly exceeding job requirements.

When rating each factor, please do not use the shaded areas.

SECTION 1: PERFORMANCE FACTORS

	NOT APPLICABLE	UNSATISFACTORY	NEEDS TO IMPROVE	COMPETENT	OUTSTANDING
A: Quality of Work					
1. Performs duties accurately and completely					
B: Quantity of Work					
2. Completes required tasks in a reasonable amount of time					

Comments on Quality and Quantity of Work:

	NOT APPLICABLE	UNSATISFACTORY	NEEDS TO IMPROVE	COMPETENT	OUTSTANDING
C: Work Habits and Behavior					
3. Plans, organizes, and prioritizes effectively					
4. Demonstrates skill levels necessary for the performance of assigned tasks					
5. Uses materials and equipment economically					
6. Exhibits good safety habits					
7. Works effectively under stress					
8. Demonstrates understanding of department's objectives and works effectively toward achieving them					
9. Demonstrates thorough knowledge of present job responsibilities					
10. Complies with District policies, regulations, and procedures					
11. Demonstrates adaptability and flexibility in a variety of work situations					
12. Willingly accepts tasks that will require a degree of responsibility					
13. Demonstrates willingness to accept suggestions and/or direction in the performance of tasks					

Comments on Habits and Behavior:

SECTION I: PERFORMANCE FACTORS (continued)

	NOT APPLICABLE	UNSATISFACTORY	NEEDS TO IMPROVE	COMPETENT	OUTSTANDING
D: Punctuality					
14. Complies with assigned working schedule					
15. Maintains good attendance record					
16. Reports absences or tardies in an appropriate manner					
E: Dependability					
17. Needs little direct supervision					
18. Exercises independent judgment effectively					
19. Maintains confidentiality					
20. Responds appropriately in emergency situations					

Comments on Punctuality and Dependability:

	NOT APPLICABLE	UNSATISFACTORY	NEEDS TO IMPROVE	COMPETENT	OUTSTANDING
F: Personal Relations					
21. Demonstrates courtesy and patience					
22. Works effectively with students, community, and fellow employees					
G: Personal Qualities					
23. Exhibits appropriate work attire					
24. Uses language appropriate to the position					
25. Shows interest and takes initiative					
26. Seldom lets personal problems interfere with work					
27. Seldom uses district time for personal business					

Comments on Personal Relations and Personal Qualities:

H: Probationary Employee:	<input type="checkbox"/>	Recommend for permanent status
	<input type="checkbox"/>	Do not recommend for permanent status

SECTION II: EMPLOYEE DEVELOPMENT

I: Additional comments specific to classification (optional)

J: Specific Achievements (optional)

K: Performance goals for the next evaluation period (optional)

L: Training and development suggestions (optional)

SECTION III: SUMMARY EVALUATION

Unsatisfactory Needs to Improve Competent Outstanding

SECTION IV: EMPLOYEE'S COMMENTS

I have read this evaluation and have had a conference with my supervisor..... YES NO

SIGNATURE OF EMPLOYEE

DATE

SIGNATURE OF SUPERVISOR

DATE

After signing make two copies and distribute to:

<input type="checkbox"/>	Human Resources - Classified	Original
<input type="checkbox"/>	Supervisor	One copy
<input type="checkbox"/>	Employee	One copy

NOTE: The signature of the employee does not necessarily indicate agreement with the evaluation. It merely documents the evaluation. This evaluation will be placed in your personnel file. You have five (5) working days from receipt of this document to make any signed, written comments you wish which will be attached to the evaluation.

