

APPENDIX E

Eureka City Schools
CLASSIFIED EMPLOYEE PERFORMANCE EVALUATION FORM

Employee Name: _____

Title: _____

Location: _____

Division/Dept.: _____

	Probationary 45 Days		Probationary 5 th Month		Annual
Evaluation Rating Period			From:		

C = Completed I = In Progress W = Withdrawn

PART A: GOALS FROM PREVIOUS EVALUATION PERIOD	CURRENT STATUS
	C I W
	C I W
	C I W
	C I W

PART B: Evaluate the employee's performance in his/her current assignment for the evaluation period indicated above, and provide examples of performance as well as comments in the spaces provided under each rating (use additional pages if needed). Your comments should be used as a guide in the development of Goals and Objectives for the upcoming evaluation year (see PART D).

DEFINITIONS:

Exceeds = Exceeds the required standard of performance for this factor.

Satisfactory = Meets the required standards of performance for this factor.

Needs Improvement = Performance concerns are occasional and performance must improve to meet standards.

Unsatisfactory = Performance concerns are consistent and/or serious. Previous supervisor counsel, additional training, and/or other attempts to improve have not resulted in the required standard of performance for this factor.

PERFORMANCE FACTORS AND RATINGS:

1. **KNOWLEDGE OF APPLICABLE POLICIES AND PROCEDURES:** employee demonstrates knowledge of the rules, regulations and procedures required to perform the duties of this position. Employee knows why things are done and learns work quickly.

☐ Exceeds ☐ Satisfactory ☐ Needs Improvement ☐ Unsatisfactory

Comments:

2. **CONTACT WITH CO-WORKERS AND OTHER DISTRICT EMPLOYEES, COOPERATION, AND EXPRESSION:** employee uses courtesy, tact, discretion and patience in relationships with co-workers and those who are outside the immediate work area; employee demonstrates a willingness and ability to work effectively with others to achieve common goals.

☐ Exceeds ☐ Satisfactory ☐ Needs Improvement ☐ Unsatisfactory

Comments:

3. **CONTACT WITH THE GENERAL PUBLIC AND EXPRESSION:** employee uses courtesy, tact, discretion and patience in relationships with and service to the general public; employee demonstrates the ability to communicate in a manner appropriate to the situation and his/her position. (not applicable for every position)

☐ Exceeds ☐ Satisfactory ☐ Needs Improvement ☐ Unsatisfactory

Comments:

4. **USE OF INDEPENDENT JUDGMENT:** employee can assemble available data, facts, and information to make a decision within the parameters of the job. Employee demonstrates proper attention to detail and reasoning is consistent.

☐ Exceeds ☐ Satisfactory ☐ Needs Improvement ☐ Unsatisfactory

Comments:

5. **ATTITUDE:** employee demonstrates interest, enthusiasm and cooperation in his/her work, and with his/her associates. Employee accepts constructive criticism.

☐ Exceeds ☐ Satisfactory ☐ Needs Improvement ☐ Unsatisfactory

Comments:

6. **INITIATIVE AND PLANNING AND ORGANIZATION OF WORKLOAD:** employee demonstrates the ability to perform assigned jobs without detailed instructions. Employee demonstrates ability to see difficult jobs to completion and is eager to improve job performance where needed; employee is able to meet scheduled deadlines, can anticipate potential problems with various workloads, and take appropriate action to avoid them.

☐ Exceeds ☐ Satisfactory ☐ Needs Improvement ☐ Unsatisfactory

Comments:

7. RESPONSIBILITY: employee is willing to assume and carry out assignments and is accountable for actions.

☐ Exceeds ☐ Satisfactory ☐ Needs Improvement ☐ Unsatisfactory

Comments:

8. QUALITY OF WORK: completed work is accurate, neat and demonstrates attention to details.

☐ Exceeds ☐ Satisfactory ☐ Needs Improvement ☐ Unsatisfactory

Comments:

9. ADAPTABILITY: employee demonstrates flexibility in the roles and responsibilities of the position.

☐ Exceeds ☐ Satisfactory ☐ Needs Improvement ☐ Unsatisfactory

Comments:

10. USE OF SAFETY PROCEDURES: employee demonstrates ability to use department safety precautions and to use equipment and supplies according to established safety procedures.

☐ Exceeds ☐ Satisfactory ☐ Needs Improvement ☐ Unsatisfactory

Comments:

11. ATTENDANCE: employee arrives at work on time, adheres to time allotted for breaks and lunch periods; complies with procedures concerning absenteeism, requests for vacation and leaves of absence, reporting of sick leave, and other time off duty.

☐ Exceeds ☐ Satisfactory ☐ Needs Improvement ☐ Unsatisfactory

Comments:

12. OTHER FACTOR(S): (if applicable, use this section to rate additional factors. These performance factors must relate directly to the position classification and to its essential functions and must apply to the last evaluation year.)

☐ Exceeds ☐ Satisfactory ☐ Needs Improvement ☐ Unsatisfactory

Comments:

PART C: OVERALL APPRAISAL

During the evaluation year, the employee's overall performance in this job can be described as follows:

- _____ Exceeds the required standard of performance for this position.
Employee fully understands the positions responsibilities and required level of performance, and is able to maintain a consistently high quality of work.
- _____ Meets the required standard of performance for this position. Employee demonstrates satisfactory understanding of job responsibilities and required level of performance.
- _____ Performance concerns were occasional and require improvement. Employee has been counseled by the supervisor and goals for improvement have been established pursuant to Part D. Performance is expected to improve sufficiently to meet job standards during the upcoming evaluation year.
- _____ Performance is unsatisfactory and consistently falls below the required standard for this position; counseling by the supervisor and repeated warnings have not resulted in the required improvement of employee performance. Goals for improvement have been developed, pursuant to Part D, and employee will be re-evaluated in three months.

Comments:

STATUS OF PROBATION PERIOD (for use in evaluating probationary employees by the end of 45 days of paid service and within the 5th month of employment).

- _____ New employee has demonstrated the knowledge, skills and abilities required to perform the essential functions of this position at an acceptable performance standard.
- _____ New employee needs immediate improvement in some areas of performance, additional training and improvement required immediately in order to complete the probationary period.
- _____ New employee performance falls below the acceptable performance standard. Employee may not be recommended for completion of the probationary period.

PART D: GOALS AND OBJECTIVES – NEXT EVALUATION PERIOD (if necessary, completion of Part D should follow supervisor/employee discussion about improvements and/or needed training; upcoming changes to division/department mission and goals; anticipated new technology, policies, and procedures that may influence employee objectives for the upcoming evaluation year). Attach additional pages if needed.

GOALS AND OBJECTIVES

PART E: EMPLOYEE SIGNATURE

_____ I have read the factor ratings and comments in this performance evaluation form, and have discussed them with my immediate supervisor and/or division/department administrator.

Employee Signature: _____ Date: _____

_____ In signing this report, I do not agree with the conclusions of the rater. I have attached to the performance evaluation specific details regarding my disagreement to the assessment stated in this performance evaluation.

PART F: SUPERVISOR AND ADMINISTRATOR SIGNATURES

I/we met with the employee to discuss the performance evaluation on (date) _____

Immediate Supervisor: _____ Date: _____

Div/Dept. Administrator: _____ Date: _____

Note: Please forward the completed and signed form and attachments to the Personnel Services Office.
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