

USD #489
Classified Employee Formative Evaluation

Employee's Name _____ School Year _____

Worksite/School _____ Supervisor _____

Position _____

Explanation of the Scale:

Meets (M)

Needs Improvement (NI)

Does Not Meet (DNM)

Standard 1 General Performance

Provide service within the school, community, and education profession to improve student learning and well being.

Performance Indicators	M	NI	DNM
1.1 Works with staff in a friendly manner.			
1.2 Maintains confidentiality of school related business.			
1.3 Operates within established policy guidelines.			
1.4 Deals tactfully with co-workers and the public.			
1.5 Initiates opportunities to develop greater job skills.			
1.6 Approaches assignments in a positive manner.			
1.7 Exhibits cooperation with co-workers.			
1.8 Expresses ideas well orally and/or in writing.			
1.9 Listens to and accepts instruction.			
1.10 Is interested in and concerned about his/her work.			
1.11 Discusses assignments and problems with supervisor(s).			
1.12 Stay informed about board policy changes regarding job.			
1.13 Is dependable.			
1.14 Exhibits care in use of board property & equipment.			

Standard 2 Specific Job Performance

Evaluates own overall performance in relation to job description.

Performance Indicators	M	NI	DNM
2.1 Completes work assignments according to job description.			
2.2 Meets deadlines when exist.			
2.3 Does routine work without instructions.			
2.4 Demonstrates care in use of supplies and equipment.			
2.5 Plans and organizes to accomplish job.			
2.6 Possesses technical knowledge/skill to handle job.			
2.7 Uses proper equipment to accomplish job.			
2.8 Is innovative in solving difficult problems.			
2.9 Is capable of independent action.			
2.10 Works well as a team member.			
2.11 Shifts to new tasks when priorities change.			
2.12 Does own follow-through to ensure job completion.			
2.13 Performs quantity of work expected.			
2.14 Is complete and thorough in paperwork			
2.15 Practices wise use of district funds.			

Standard 3 Personal Characteristics

Demonstrates positive personal interactions with staff and students.

Performance Indicators	M	NI	DNM
3.1 Is punctual and regular in attendance.			
3.2 Uses sick and leave time appropriately.			
3.3 Maintains a neat appearance.			
3.4 Follows policies of school, district, and state.			
3.5 Cooperates with other team members when appropriate.			

Evaluator comments:

Signatures: Evaluatee: _____ Date: _____

 Evaluator: _____ Date: _____

**USD #489
Summative Evaluation Form**

Name _____ Position _____

Employed since _____ Work Site _____

	Meets	Does Not Meet
Standard 1 (General Performance) Provides service within the school, Community, and education Profession to improve student Learning and well being.	_____	_____
Standard 2 (Specific Job Performance) Evaluates own overall performance in relation to job description.	_____	_____
Standard 3 (Personal Characteristics) Demonstrates positive personal interactions with staff and students.	_____	_____
Overall Rating	_____	_____

Evaluatee Comments:

Evaluator Comments:

To be completed after all information has been discussed.

Employment recommendation:

- Meets standards for employment Does not meet standards for
Reemployment

Evaluator: _____ Evaluatee: _____
Signature Date Signature Date

Signature indicates that the written evaluation has been reviewed and discussed by the evaluator and evaluatee.