



**AROMAS - SAN JUAN UNIFIED SCHOOL DISTRICT
CLASSIFIED PERFORMANCE EVALUATION FORM**

EMPLOYEE: _____ **EVALUATOR:** _____

PRE-EVALUATION CONFERENCE: (No Later than October 15th)

GOALS FOR EVALUATION: Agree on goals and attach

Employee Initials:		Evaluator Initials:		Date:	
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EVALUATION CONFERENCE: (No later than 30 days before the last day of the employee's work year)

Date:		Additional Staff Input From:	
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TYPE OF EVALUATION:

ANNUAL 60-DAY PROBATIONARY 150-DAY PROBATIONARY SPECIAL

INSTRUCTIONS: Using the descriptors as guidelines, taking the employee's goals and his/her job description into consideration, check the phrase that most nearly describes the employee's performance during the evaluation period. Meet with the employee to discuss his/her job performance, no later than 30 days before the last day of the employee's work year.

1. FULFILLS JOB REQUIREMENTS

- Performs job duties
- Utilizes techniques, processes, equipment, procedures, and materials appropriately
- Takes initiative
- Organized work

EXCEEDS

Consistently: completes assigned duties on time; takes initiative; exhibits organizational skills; requires little or no detailed direction; performs daily routines independently.

MEETS STANDARDS

Regularly: completes assigned duties on time; takes initiative; exhibits organizational skills; requires little or no detailed direction; performs daily routines independently.

NEEDS IMPROVEMENT

Frequently: does not complete assigned duties on time; does not take initiative; does not exhibit organizational skills; needs additional instruction; does not perform daily routines independently.

UNSATISFACTORY

Fails: to complete assigned duties on time; to take initiative; to exhibit organizational skills; to complete duties without instruction; to perform daily routines independently.

NARRATIVE: Add narrative to clarify the rating. If a *Needs Improvement* or an *Unsatisfactory* rating is given, **attach** a remediation plan.

2. QUALITY OF WORK

- Produces work that is neat, accurate, and correct
- Adapts to changing circumstances and needs
- Exercises good judgment

EXCEEDS

Consistently: exhibits accuracy and neatness; follows through on assigned duties; demonstrates ability to do complex tasks; exercises good judgment; adapts to changing circumstances and needs.

MEETS STANDARDS

Regularly: exhibits accuracy and neatness; follows through on assigned duties; demonstrates ability to do complex tasks; exercises good judgment; adapts to changing circumstances and needs.

NEEDS IMPROVEMENT

Frequently: does not exhibit accuracy and neatness; fails to follow through on assigned duties; fails to demonstrate an ability to do complex tasks; does not exercise good judgment; does not adapt to changing circumstances and needs.

UNSATISFACTORY

Fails: to exhibit accuracy and neatness; to follow through on assigned duties; to demonstrate ability to do complex tasks; to exercise good judgment; to adapt to changing circumstances and needs.

NARRATIVE: Add narrative to clarify the rating. If a *Needs Improvement* or an *Unsatisfactory* rating is given, **attach** a remediation plan.

3. DEPENDABILITY

- Adheres to work schedule
- Is punctual
- Follows procedures for reporting absences

EXCEEDS

Consistently: at work and on time; follows procedures for reporting absences.

MEETS STANDARDS

Regularly: at work and on time; follows procedures for reporting absences.

NEEDS IMPROVEMENT

Frequently: is late; exhibits an absence pattern; does not report absences.

UNSATISFACTORY

Fails: to be on time or report for duties; to report absences.

NARRATIVE: Add narrative to clarify the rating. If a *Needs Improvement* or an *Unsatisfactory* rating is given, **attach** a remediation plan.

4. HUMAN RELATIONS

- Works cooperatively and effectively with students, staff and public
- Coordinates work with staff (when appropriate)
- Demonstrates courtesy and tact with students, staff, and public
- Respects confidentiality of information concerning students and staff

EXCEEDS

Consistently: works as part of the team; shows respect for and is courteous to students, staff, and public; analyzes difficult situations and handles them with diplomacy; respects confidential student information; communicates effectively with students, staff and public.

MEETS STANDARDS

Regularly: works as a team member; shows respect for and is courteous to students, staff, and public; analyzes difficult situations and handles them with diplomacy; respects confidential student information; communicates effectively with students, staff and public.

NEEDS IMPROVEMENT

Frequently: does not work as a team member; does not show respect for and is not courteous to students, staff, and public; does not analyze difficult situations and fails to use diplomacy; does not respect confidential student information; does not communicate effectively with students, staff and public.

UNSATISFACTORY

Fails: to work as a team member; to show respect for and is not courteous to students, staff, and public; to analyze difficult situations and handle them with diplomacy; to respect confidential student information; to communicate effectively with students, staff and public.

NARRATIVE: Add narrative to clarify the rating. If a *Needs Improvement* or an *Unsatisfactory* rating is given, **attach** a remediation plan.

5. WORK RESPONSIBILITIES

- Maintains work area
- Takes care of equipment
- Follows safety rules and procedures

EXCEEDS

Consistently: maintains work area; takes care of equipment; follows safety rules and procedures.

MEETS STANDARDS

Regularly: maintains work area; takes care of equipment; follows safety rules and procedures.

NEEDS IMPROVEMENT

Frequently: does not maintain work area; does not take care of equipment; does not follow safety rules and procedures.

UNSATISFACTORY

Fails: to maintain work area; to take care of equipment; to follow safety rules and procedures.

NARRATIVE: Add narrative to clarify the rating. If a *Needs Improvement* or an *Unsatisfactory* rating is given, **attach** a remediation plan.

6. COMMENDATION(S)

Overall Rating: ___ Exceeds ___ Meets Standards ___ Needs Improvement ___ Unsatisfactory

Employee's Comments:

Signature of evaluator: _____ Date: _____

Your signature does not imply agreement. Your signature does indicate receipt of this document. This document will be placed in your personnel file. You have ten (10) work days from receipt of this document to make any signed, written comments you wish, which will be attached to the document and placed in your personnel file.

Signature of employee: _____ Date: _____