

GCI Classified Employee Evaluation (See GAK)

GCI

All classified employees shall be evaluated twice during their first year of employment and at least once a year during subsequent years. Evaluation documents will be on file with the clerk of the board.

Classified employees shall be evaluated by the supervisor to whom they are assigned. Classified employees shall be evaluated on their personal qualities, their commitment to duty and work skills related to their job description. A copy of the completed evaluation will be given to the employee after it is signed by the employee and the evaluator and will be placed in the employee's personnel file.

Approved: 3/9/2009

SAMPLE CLASSIFIED PERSONNEL EVALUATION				
EMPLOYEE:		DATE:		
EVALUATOR:		BUILDING:		
	Commendable Performance	Acceptable	Improvement Needed	N/A
I. PERSONAL QUALITIES				
1. Punctual				
2. Uses time wisely				
3. Neat and well groomed				
4. Gets along with other personnel				
5. Relations with the public				
6. Relations with students				
7. General attitude				
8. Supportive of administrative decisions				
9. Self-motivated				
II. WORK-RELATED SKILLS				
1. Add criteria from employee's job description here.				
2.				
3.				
4.				
5.				
*Specific indicators from each employee's job description should be inserted here.				
III. COMMITMENT TO DUTY				
1. Loyalty				
2. Strives for self-improvement				
3. Trustworthy				
4. Dependable				
5. Uses wise judgment				
6. Accepts criticism				
7. Keeps information confidential concerning school records and school operations as it pertains to students, parents and school personnel				

EVALUATOR'S COMMENTS ON STRENGTHS AND WEAKNESSES

1. Personal Qualities

2. Work Related Skills

3. Commitment to Duty

4. Employee's Comments

Employee_____Evaluator_____

Date_____Date_____

This evaluation was signed by the employee after it was reviewed by the evaluator.