

Employee Name: _____
 Department/Division: _____
 Rater/Supervisor: _____

Classification: _____
 Evaluation Period from: _____ to _____
 Annual Probationary Other _____

0	1	2	3	Performance Factor	Comments Ratings of 1 or 2 must have comments, and be addressed on the reverse side in "Performance Objectives" If employee receives an overall performance evaluation of 1, the employee is ineligible for continued lateral movement and longevity on the salary schedule until there is a satisfactory evaluation.
Not Applicable	Performance unsatisfactory—deficient and requires immediate improvement	Improvement needed for performance to meet expected standards	Performance meets/exceeds expected standards		
				Quality of Work The work is accurate, organized, neat and thorough.	
				Quantity of Work Regularly produces expected volume of work; meets deadlines, job requirements and guidelines; uses time effectively.	
				Knowledge of Job Understands all aspects of work, possesses technical skill, is well informed and educated in performing to the level expected for the job.	
				Working Relationships/Attitude Acts in a manner that reflects courtesy, civility, and appreciation to all. Establishes and maintains effective working relationships.	
				Communications Communicates knowledge clearly, accurately and thoroughly; presents ideas clearly and concisely, orally and/or in writing.	
				Initiative Sees when something needs to be done and does it; offers suggestions to improve work process and the environment; demonstrates commitment to self-improvement.	
				Work Habits Observes District's rules and regulations; complies with District's safety policies and practices. Operates equipment and/or vehicles in a safe manner.	
				Attendance and Punctuality Adheres to work days and hours; demonstrates promptness and is regularly present.	

Noteworthy Accomplishments:

Performance Objective Plan for Next Review Period

This section must be completed jointly by the employee and supervisor for ratings of 1 or 2 on any performance factor on the evaluation. Performance objective and plans for achieving goals should be based on discussion of evaluation and supervisor's expectation for the next review period.

Performance Objectives —Goals for further improvement in job performance during the next evaluation period in order to meet standards for employee's present job.	Plans for achieving objectives—Specific methods by which the employee can work towards accomplishing his/her performance objectives.

Overall Performance Evaluation:	1 Performance unsatisfactory-deficient and requires immediate improvement 2 Improvement needed for performance to meet expected standards 3 Performance meets/exceeds expected standards
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Permanent Employee Evaluation:

Since the overall evaluation has a rating of 1 or 2, the employee will be reevaluated in 30—90 days.
 Since the employee has an overall performance rating of 1 the employee is ineligible for continued lateral movement or longevity on the salary schedule until there is a satisfactory evaluation.

According to section 5.2.4.1 of the contract, it is the responsibility of the employee and supervisor to compare his/her job description with the duties during the evaluation process.

	Supervisor		Employee	
I have reviewed the job description and duties.	Yes		Yes	
The job duties are accurate.	Yes	No	Yes	No
<i>If no, refer to Article 5 of the contract regarding request for reclassification.</i>				

This evaluation represents my best judgment of this employee's performance.

Rater/Supervisor: _____ Date: _____

This report has been discussed with me. Signing this form does not necessarily mean that I agree with all the ratings. I understand that I have the right to submit a response within 10 working days. This response will attached to my evaluation and placed in my personnel file.

Employee Signature: _____ Date: _____

I agree with this evaluation.
 I do not agree with this evaluation.