



Classified Employee Evaluation Form

Employee Name		Date:
Classification		
Department		
*Evaluation Period	Probationary <input type="checkbox"/> Permanent Yearly <input type="checkbox"/> From _____ To _____	

*Not to exceed a twelve (12) month period

Evaluation Factors (circle the appropriate quality for each evaluation factor)

Use comments to describe employee's strengths, weaknesses, and accomplishments that meet and exceed expectations. Evaluation factors should be based on the employee's job description. The examples provided may or may not apply to a particular employee. Ratings of *Needs to Improve* must be substantiated by comments and a written plan for improvement.

XE = Exceeds Expectations • ME = Meets Expectations • NI = Needs Improvement • NA = Not Applicable

1	Quality of Work	XE	ME	NI	NA
Examples: produces accurate work • produces neat work • performs work thoroughly • expresses self well verbally and in writing					

Comments: Traits personally observed upon which evaluation is based. Use separate page if more space is needed.
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Action: Indicate actions necessary for employee to improve in this area, including timeframe for completion.
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2	Quantity of Work	XE	ME	NI	NA
Examples: completes work assigned • completes work on time • manages a variety of tasks/projects • demonstrates initiative					

Comments: Traits personally observed upon which evaluation is based. Use separate page if more space is needed.
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Action: Indicate actions necessary for employee to improve in this area, including timeframe for completion.
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3	Work Habits	XE	ME	NI	NA
Examples: attends work regularly • observes work hours • complies with instructions • demonstrates knowledge of district policies and procedures • organizes and completes work in allotted time					

Comments: Traits personally observed upon which evaluation is based. Use separate page if more space is needed.
Action: Indicate actions necessary for employee to improve in this area, including timeframe for completion.

4	Personal Relations	XE	ME	NI	NA
Examples: gets along with fellow employees • demonstrates effective teamwork • demonstrates willingness to help others in a cordial demeanor • effectively resolves difficult situations					

Comments: Traits personally observed upon which evaluation is based. Use separate page if more space is needed.
Action: Indicate actions necessary for employee to improve in this area, including timeframe for completion.



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5	Initiative	XE	ME	NI	NA
Examples: understands and accepts new situations • performs well with minimal instruction • makes sound decisions in absence of detailed instructions or direct supervision • keeps supervisor informed of status of assigned work					

Comments: Traits personally observed upon which evaluation is based. Use separate page if more space is needed.
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Action: Indicate actions necessary for employee to improve in this area, including timeframe for completion.
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6	Supervisory Skills (if applicable)	XE	ME	NI	NA
Examples: plans projects effectively • assigns projects to others effectively • demonstrates effective leadership • provides instruction and training effectively when required • treats supervised personnel fairly					

Comments: Traits personally observed upon which evaluation is based. Use separate page if more space is needed.
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Action: Indicate actions necessary for employee to improve in this area, including timeframe for completion.
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