

Employee Name: _____

Classified Employee Performance Report



Maury County Public Schools

Columbia, Tennessee 38401

Performance Evaluation

The evaluation of classified personnel will cover the major areas of the employee's responsibilities and will include the following: appearance, initiative, judgment, attitude, attendance, knowledge of the job, quality of work, time management, dependability, and responsibility/safety.

The following guidelines will be followed:

1. The employee's immediate supervisor has the responsibility for informing each employee in advance of the criteria to be used in evaluation.
2. Each employee will be given an explanation of his or her duties and responsibilities and guidance in performing them satisfactorily by his or her immediate supervisor. Job descriptions are available in the Human Resources Department.
3. The immediate supervisor will exert every effort to encourage staff members to develop their performance to an optimum degree.
4. Performance appraisals will be continuous and will not be limited to items and procedures set for formal evaluations.
5. When aspects of an employee's performance need improvement, the immediate supervisor will specifically identify those areas needing improvement (improvement plan). Subsequent evaluations will address themselves to any improvement or to any continuing difficulty observed.
6. The evaluation will not be a contract obligation of the school system or a contract right of the employee. It is not intended to create, nor will be construed or understood to create, an expectation or assurance of continued employment.
7. Neither the substance nor the content of the evaluation will be subject to the grievance process.
8. Employees will be given copies of their formal evaluations.
9. Formal Evaluation Procedures:
 - A. Probationary employees (part-time and full-time) will be formally evaluated not less than two (2) times during their first three (3) months of employment. The instrument approved by the Board of Education will be used.
 - B. All other classified employees (part-time and full-time) will be formally evaluated with the Board approved instrument on an annual basis.
10. The employee's immediate supervisor or his/her designee will administer the employee's evaluation.

Copies of evaluation forms may be obtained from the Human Resources Department.

Directions for Completion

Please type or use ballpoint pen.

Evaluate the employee on the basis of the work currently being done. Consider each Performance Factor separately:

1. Place a check in the blank to the left of the statement which best describes the evaluator's rating of the employee for each Performance Factor.
2. Use the comments section of each Performance Factor as needed.
3. Place a check by the OVERALL PERFORMANCE RANKING of the employee.
4. Both the evaluator and the employee shall sign and date the report at the appropriate place as indicated. Please note: The employee's signature indicates that an evaluation conference has been held and that he/she has had an opportunity to read and discuss the report with the evaluator/supervisor/department head or principal. If the employee refuses to sign for any reason, explain that his/her signature does not necessarily imply or indicate agreement with the report. The employee should be given an opportunity to attach a statement indicating his/her disagreement.
5. Attachments may be added by the evaluator or the employee. All attachments to the Classified Employee Performance Report shall contain the employee's name, job title, department or school, and the date in the upper right hand corner. All attachments must be signed by the employee and evaluator, and the original should be firmly attached to the Personnel Department copy of the performance report. Duplicates must be made and attached to the originating department's and employee's copies.
6. An OVERALL PERFORMANCE RANKING of "Conditional" or "Unsatisfactory" on a performance report will require a follow-up evaluation within three working months. Please use the space provided to note any suggestions for improvements with might assist the employee during these months.

Maury County Public Schools

Classified Employee Performance Report

Employee Name	Employee ID#	Department/School
Job Title		For the Period From Through

Evaluate the employee on each factor as honestly and objectively as possible. Place a check in the blank to the left of the statement that best describes your rating of the employee.

Additional comments may be included on a separate sheet.

APPEARANCE: This factor concerns the employee's overall appearance in connection with the type of work performed. Consider cleanliness, grooming, neatness and appropriateness of dress on job.

- Extremely neat, clean, appropriately dressed.
- Takes special care in personal dress and appearance.
- Generally neat, clean and properly dressed.
- Sometimes untidy, careless about appearance.
- Untidy and careless about personal hygiene/dress.

COMMENTS:

INITIATIVE: This factor is concerned with resourcefulness and self-reliance. Consider the ability to develop new ideas, and the desire to attain goals. Is the employee a self-starter?

- Extremely resourceful, creative, and self-reliant.
- Strives hard; demonstrates desire to excel.
- Works steadily; occasionally submits new ideas.
- Shows little initiative; must be told what to do.
- Shows no initiative.

COMMENTS:

JUDGMENT: Consider the employee's judgment used in making decisions. Does the employee demonstrate the ability to think and act calmly, logically, and rapidly under stress?

- Displays outstanding ability to apply sound reason.
- Uses good common sense; most decisions workable.
- Judgment dependable on matters of routine nature.
- Poor use of common sense; decisions are often unsound.
- Jumps to conclusions; often makes costly errors.

COMMENTS:

ATTITUDE: This factor appraises the employee's ability to fit into the organization and to work in harmony with supervision and fellow employees. Is the employee congenial and cooperative?

- Exceptionally cooperative; inspires high morale.
- Very tactful and obliging; sets good example.
- Usually congenial and helpful; good team worker.
- Inclined to resist authority and opposes new ideas.
- Often tactless and quarrelsome; causes friction.

COMMENTS:

ATTENDANCE: This factor is concerned with punctuality and time devoted to actual work. Consider promptness in reporting for assignments and the amount of time off for sick leave and personal business.

- Consistently punctual and on the job.
- Usually regular and prompt; seldom absent.
- Occasionally late or absent; reports absence in advance.
- Frequently late or absent.
- Habitually late or absent.

COMMENTS:

KNOWLEDGE OF JOB: Consider the employee's understanding of all phases of the work assignments necessary for full job performance.

- Has excellent understanding of duties; requires few directions.
- Has good overall knowledge of duties; needs little direction.
- Has acceptable knowledge of duties; needs some direction.
- Has limited knowledge of job.
- Has only minimum knowledge of job.

COMMENTS:

QUALITY OF WORK: Consider neatness, skill, thoroughness, and accuracy in completing job assignments. Appraise the employee's performance in meeting standards of quality.

- Consistently produces high quality work.
- Consistently does a good job; needs little supervision.
- Work is usually satisfactory; needs normal supervision.
- Barely up to minimum standards; makes many mistakes.
- Below minimum standards; needs excessive checking.

COMMENTS:

TIME MANAGEMENT: Consider the amount and promptness of work produced based on specific job requirements. Does the employee use time wisely?

- Easily completes assignments; seeks additional work.
- Completes work on time: often exceeds performance standards.
- Works at steady pace; meets performance standards.
- Works slowly; produces less than required.
- Very slow worker; output is unsatisfactory.

COMMENTS:

DEPENDABILITY: Consider the employee's reliability in following instructions and carrying out assigned tasks with a minimum of direct supervision. Will the job be done conscientiously?

- Extremely reliable, conscientious, and industrious.
- Requires minimum supervision; prompt and accurate.
- Generally reliable and attentive to work.
- Somewhat unreliable; requires frequent follow-up.
- Requires close, constant supervision; is undependable.

COMMENTS:

RESPONSIBILITY: Consider the employee's sense of responsibility and willingness to carry out assigned duties. Does the employee think and act reasonably? Is the employee able to tell right from wrong? Does the employee follow proper safety procedures?

- Exceptionally responsible and willing to carry out duties. Follows safety procedures.
- Accepts responsibility without reservation. Follows safety procedures.
- Accepts responsibility for duties as assigned. Follows safety procedures.
- Reluctant to accept responsibility. Reluctant to follow safety procedures.
- Does not accept responsibility. Does not follow safety procedures.

COMMENTS:

Evaluation Ranking: Place a check by the appropriate OVERALL PERFORMANCE RANKING:

- Outstanding Above Satisfactory Satisfactory *Conditional *Unsatisfactory

Evaluator Comments: _____

Employee Comments: _____

Signatures:

Evaluator: _____ Title: _____ Date: _____

Department Head/Principal: _____ Date: _____

Employee: _____ Date: _____

(Employee's signature indicates only that employee is familiar with the contents of this evaluation and does not necessarily signify acceptance or agreement. Please feel free to make any additional comments on a separate sheet of paper to be attached to this evaluation.)

*A performance rating of "Conditional" or "Unsatisfactory" on the annual performance report will require a follow-up evaluation within three (3) working months. Please note any suggestions for improvement which might assist the employee during these three months.
