CALAVERAS UNIFIED SCHOOL DISTRICT Classified Employee Evaluation Form

NAME:SCHOOL/WORK SITE:		Check One: ☐ Permanent	☐ Probationary ☐ 3 RD Month				
				CURRENT JOB TITLE:		-	☐ 6 th Month ☐ 9 th Month
DATE:							
	mplete this form by checking the a ed and dated by both employee an	ppropriate rating and meeting with devaluator(s).	n the employee to discuss its				
Exceeds	MEETS	NEEDS IMPROVEMENT	Unsatisfactory				
I. COMPLIANCE WITH RULES/REGULATIONS							
☐ Always follows job rules/regulations.	☐ Follows job rules/regulations with occasional reminders.	☐ Frequently unable to follow job rules/regulations.	☐ Unable to follow job rules/regulations.				
COMMENTS:							
II. QUALITY OF WORK							
☐ Exceeds established standards.	☐ Meets established standards.	☐ Frequently does not meet established standards.	☐ Below standards.				
COMMENTS:							
III. Knowledge of Work							
☐ Exceptional abilities to execute job duties and responsibilities.	Grasps and carries out job duties and responsibilities in a satisfactory manner.	☐ Weakness in ability to grasp and carry out job duties and responsibilities.	☐ Lacks awareness of duties and responsibilities.				
COMMENTS:	,						
IV. Volume of Work							
☐ Output is exceptionally high.	Output is average.	Output is below average.	☐ Output is unsatisfactory.				
COMMENTS:							
V. ATTENDANCE (UNSCHEDULED TIME OFF)							
☐ Excellent	☐ Average – i.e.:	Concern:	☐ Excessive.				
(0 days missed annually)	1-4 days/10 mo. 1-5 days/11 mo. 1-6 days/12 mo.	Needs improvement. 5-10 days/10 mo. 6-11 days/11 mo. 7-12 days/12 mo.					
COMMENTS:							
VI. PUNCTUALITY							
☐ Excellent	☐ Average	☐ Needs improvement	☐ Unsatisfactory				
(Always prompt in reporting to work.)	(1 time late to work)	(2 times late to work.)	(3 or more times late to work.)				
COMMENTS:							
VII. DEPENDABILITY							
☐ Excellent pre-planning, always meets deadlines.	☐ Meets deadlines	Frequently misses deadlines.	Consistently fails to meet deadlines.				
COMMENTS:			'				

VI	II. ATTITUDE TOWA	ARD OTHERS	CONTACTED IN THE COURSE OF	WORK			
☐ An exceptionally	☐ Generally coop	perative	☐ Frequently displays	☐ Consistently displays			
positive force for public and	and tactful.		uncooperative attitude and	uncooperative attitude and			
staff morale.			discourteous behavior.	discourteous behavior.			
COMMENTS:							
	IX. Work Att	ITUDE (RESI	PONSE TO CHANGE/INITIATIVE)				
☐ Self-motivated;	☐ Shows average	interest;	☐ Frequently appears	☐ Evidences little			
enthusiastically accepts new	generally accepts c	hange.	indifferent toward work;	interest toward work; lacks			
ideas and changes.			frequently lacks initiative;	initiative; refuses to change			
			resistant to change.	and/or accept new			
				procedures or ideas.			
COMMENTS:							
X. OVERALL EMPLOYEE RATING SUMMARY							
☐ An exceptional	☐ Performance i		☐ Performance below	☐ Performance is			
employee. Performance	established standa	rds.	standards.	unacceptable.			
exceeds established							
standards. COMMENTS:							
COMMENTS:							
	VI	EMDLOVEE I	RECOMMENDATION:				
			RECOMMENDATION:				
	☐ Satisfac	-	nt – assistance plan needed				
		-	ssistance plan needed				
GOALS:	_ Offsatis	stactory as	ssistance plan needed				
<u> </u>							
COMMENTS:							
□ I will							
\square I will not attach a w	ritten response.						
Employee's Comments:							
Supervisor's Comments:							
Signature of Supervisor		Title		Date			
Signature of Supervisor		Title		Date			
Signature of Employee**		Title		Date			
***************************************	the contraction has 1	P	harmalana bat dan artana 2				

This evaluation will be placed in the employee's PRIMARY PERSONNEL file. The employee has the right to respond either in the comment section or on a separate sheet to be attached to this evaluation.

^{**}Employee's signature indicates that the evaluation has been discussed with the employee but does not necessarily constitute agreement.