

**LAKE COUNTY OFFICE OF EDUCATION
CLASSIFIED PERSONNEL PERFORMANCE REPORT**

Name: _____ Position: _____ Site: _____
Check appropriate boxes: Probationary Employee Permanent Employee Period Covered by This Evaluation:
 90-Day Unscheduled From: _____ To: _____
 Annual Annual
 Unscheduled

PERFORMANCE DIMENSIONS

Check the phrases in each column that most nearly describe the employee's performance over the period covered by the evaluation.

I. QUALITY OF WORK consists of the neatness and correctness with which duties are performed.

A. NEATNESS

- Work is consistently presentable.
- Work is occasionally unacceptable or needs to be done again.
- Work is often unacceptable or needs to be done again.

B. ACCURACY

- Work is consistently correctly done.
- Work is of acceptable quality.
- Work contains numerous errors.

Comments: _____

II. JOB KNOWLEDGE consists of the job information, application of correct and efficient methods, and skills the employee has for satisfactory performance.

A. JOB INFORMATION

- All phases of job are completely understood.
- Most common phases of job are understood.
- Knowledge about key aspects of job is inadequate.

B. METHODS

- Consistently applies sound, effective and efficient methods in performance of work; work completed
- Methods used are typically effective and efficient; work done in allotted time.
- Methods are ineffective.

C. SKILLS

- Possesses all needed skills at level of job requirements.
- Most skills satisfactory, some need improvement.
- One or more needed skills are absent or less than acceptable.

Comments: _____

III. ATTENDANCE AND PUNCTUALITY consists of being at work, being on time, and observing work schedule.

A. ATTENDANCE

- Attendance is perfect or nearly so.
- Attendance is satisfactory; work is not adversely affected by absences.
- Attendance was marked by one or two extensive absences during the period of evaluation.
- Absences are excessive: more than ten (10) instances of one or more days' absence on an annual basis during evaluation period; work suffered.

B. PUNCTUALITY

- Consistently at work by time work day starts.
- Occasionally tardy.
- Frequency of tardiness is cause for concern and can stand improvement.
- Frequently not at work on time; adversely affecting job performance.

C. ADHERENCE TO WORK SCHEDULE

- Always follows established work schedule
- Occasionally extends break or leaves work early
- Frequently extends work breaks or leaves work early

Comments: _____

IV. WORK CHARACTERISTICS are individual behaviors and responses regarding the areas below.

A. INITIATIVE & RESOURCEFULNESS

- Independently identifies needs, and problems are solved: is self-starter.
- Employee typically initiates required action and solves problems independently.
- Needs are overlooked or assistance is required.

B. ADAPTABILITY TO STRESS OR CHANGE

- Accepted new ideas readily; was flexible in making changes; dealt with stress in a positive manner.
- Adapted to change, but with some reservations; sometimes unable to deal with stressful situations in a positive manner.
- Refused to accept new ideas and changes readily. Stressful situations or change were met with tension, loss of poise, or other ineffective behavior

C. ATTITUDE

- Positive feeling about work is presented to others consistently; willing to improve and suggest new ideas; enjoys other people; speaks well of work and school district.
- Positive attitude typically displayed; job dissatisfaction seldom apparent.
- Demonstrates an attitude of "get the job done and go home." Seldom comments on anything unless specifically asked. Will help others when asked.
- Finds fault with others and complains. Negative or hostile attitude; consistent dissatisfaction with or open dislike for job is apparent.

D. PRIORITIZING

- Prioritizes so that most important things always get done; changing demands are typically met.
- Prioritizing occasionally neglected, resulting in important tasks not being completed.
- Ineffective prioritizing frequently results in tasks not being completed.

Comments: _____

V. WORKING RELATIONSHIPS are the courtesy and tact, discretion, effective oral communication, and cooperation with co-workers and supervisors that an employee displays at work.

A. COURTESY AND TACT

- Courtesy and tact are consistently demonstrated to an exceptional degree.
- Courtesy and tact are usually displayed towards others.
- Some comments or actions offend others.
- Behavior often seen as tactless or discourteous; others often choose to "avoid" rather than deal with behavior.

B. DISCRETION

- There are no known violations of job related confidentiality, nor other inappropriate discussions of job matters.
- There are no serious violations of confidentiality.
- There is evidence that required confidentiality was not observed.

C. ORAL COMMUNICATION

- Communicates very effectively orally; attention to other speakers is apparent.
- Communicates effectively orally; usually seen as attentive.
- Communication is flawed grammatically, unclear, or off-task to the point of inefficiency; inattentive to others' verbal communications.

D. TEAMWORK

- Always gives and receives cooperation. Coordinates work well with co-workers and others. Is considerate and understanding.
- Does the required job and is generally cooperative. Is usually considerate and understanding of others.
- Usually cooperates with others but is sometimes inconsiderate and difficult to get along with. Complains frequently
- Is frequently uncooperative and unpleasant. Does not work well with others. Is frequently inconsiderate or irritable.

E. REALTIONSHIP WITH SUPERVISOR

- Readily accepts constructive criticism and suggestions of supervisor
- Usually accepts constructive criticism and most suggestions of Supervisor
- Does not accept constructive criticism or suggestions of supervisor

Comments: _____

VI. DEPENDABILITY is getting required work done with a minimum of supervision following oral and written instructions.

A. SUPERVISION REQUIRED

- Absolute minimum supervision is required.
- Very little supervision is required to ensure that work is completed.
- Supervision is often required in order to get assigned work done.

B. FOLLOWING ORAL & WRITTEN INSTRUCTIONS

- Instructions consistently followed; employee typically needs instructions only once.
- Instructions are followed with minimal repetition necessary, few errors.
- Instructions occasionally not followed and/or needs occasionally to be repeated.
- Instructions are frequently not followed and/or frequently need to be repeated.

C. TIME MANAGEMENT

- Always completes work required in the allotted time.
- Occasionally does not complete work required in the allotted time.
- Rarely completes work required in the allotted time.

Comments: _____

VII. USE AND CARE OF EQUIPMENT/MATERIALS is the correct knowledge, use, care, and maintenance of equipment/materials expected of employee.

- Employee displays appropriate knowledge and use of materials/equipment
- Better judgment and knowledge needed in use of equipment/materials
- Assigned equipment/materials used inappropriately or carelessly

VIII. SAFETY PRACTICES is the observance of safety procedures in the workplace, including the reporting of accidents and injuries.

- Safe working procedures are followed; potential hazards are handled effectively; has accident-free history.
- Generally follows safe working procedures; some minor accidents; occasionally takes potentially unsafe shortcuts.
- Does not follow safe working procedures; has frequent accidents; inappropriate actions are taken in emergency situation.

Comments: _____

IX. EXHIBITS BUSINESS-LIKE ORIENTATION consists of appropriate grooming and attire of the employee for the position classification, as well as orderliness and organization of the workstation/work site for purposes of efficiency.

A. GROOMING AND ATTIRE

- Employee was well-groomed and dressed appropriately for the work place
- Employee was usually well-groomed and appropriately dressed; at times was dressed inappropriately
- Employee was unkempt or dressed inappropriately for the work place

B. WORKSTATION/WORK SITE EFFICIENCY

- Workstation/site was always orderly and organized for efficiency.
- Some untidiness and disorganization evident which has resulted in some inefficiency.
- Workstation/site usually appeared untidy and disorganized which has led to inefficiency.

Comments: _____

FOR CLASSIFIED MANAGERS WHO COORDINATE THE WORK OF OTHER EMPLOYEES:

A. SUPERVISORY ABILITY

- Scheduled and coordinated the work of the office in a manner which ensured efficiency and productivity.
- Usually scheduled and coordinated the work of the office to ensure efficiency and productivity; some scheduling problems resulted in loss of productivity.
- Unable to schedule and coordinate work of the office to ensure efficiency and productivity.

B. TRAINING AND INSTRUCTING STAFF

- Effectively trains and instructs staff in new procedures and job requirements.
- Usually provided good training and instruction for staff, however, some retraining needed to be provided or instructions were not always given clearly.
- Did not provide effective training or instruction for staff which resulted in poor productivity.

C. LEADERSHIP SKILLS

- Made good decisions; knows and observes office policies
- Usually made good decisions, however, poor judgment was exhibited at times; knows but doesn't always observe office policies
- Used poor judgment when making decisions; did not observe office policies.

D. RELATIONS WITH SUBORDINATES

- Was fair and impartial with subordinates; was able to help them function as a team; viewed as approachable.
- Frequently was fair and impartial with subordinates; had some difficulty helping them function as a team; subordinates usually felt comfortable approaching supervisor.
- Subordinates were not treated fairly and they did not function well as a team; viewed as unapproachable.

E. EMPLOYEE RELATIONS

- Anticipated and diffused issues which could have become employee relations problems; exhibited working knowledge of policies and procedures, meeting all required procedures and timeliness.
- Resolved most employee issues before they escalated into employee relations problems; lacked thorough knowledge of policies and procedures which resulted in some procedural errors and timelines not being met.
- Exhibited difficulty in resolving employee issues which then escalated into employee relations problems; frequently misinterpreted, disregarded or violated the policies and procedures.

Comments: _____

