



Springfield Public Schools

Human Resources • 525 Mill Street • Springfield, OR 97477
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CLASSIFIED EMPLOYEE EVALUATION FORM

Employee:

Bldg/Site:

Job Title:

Date of Evaluation:

Evaluator/Title:

Evaluation Type:

- 6-month
- Annual

PERFORMANCE RATING GUIDE & DESCRIPTION

- Code E** **Exceptional**.....Performance consistently exceeds position expectations. Demonstrates exceptional accomplishments in ALL areas of responsibility.
- Code AE** **Above Expectations**.....Performance consistently meets and frequently exceeds position expectations.
- Code ME** **Meets Expectations**.....Performance consistently meets position expectations.
- Code BE** **Below Expectations**.....Performance fails to consistently meet position expectations and needs improvement.
- Code U** **Unsatisfactory**..... Performance is unacceptable. Specific performance improvement plans have been established and must be successfully completed or termination may result.

Select the appropriate rating that best describes the employees job performance. Please provide pertinent comments to support your evaluation rating.

JOB KNOWLEDGE

Demonstrates thorough knowledge of the job and department, understands and properly uses job related methods, systems and equipment.

- E AE ME BE U

Comments:

INITIATIVE

Recognizes problems quickly and recommends or implements effective solutions. Begins new assignments or seeks additional work on completion of present work load.

- E AE ME BE U

Comments:

COOPERATIVENESS

Easily accepts direction and instruction. Develops and maintains positive work relationships and uses tact in dealing with fellow employees and district patrons.

E AE ME BE U

Comments:

QUALITY

Completes work assignments in an accurate and neat manner. Maintains work areas in a neat and professional manner.

E AE ME BE U

Comments:

PRODUCTIVITY

Keeps pace with the demands of the work environment and completes work assignments in a timely manner.

E AE ME BE U

Comments:

DEPENDABILITY

Consistently reports to work, is on time and takes proper times for lunch and breaks. Applies full effort to accommodate unusual job requirements.

E AE ME BE U

Comments:

VERSATILITY

Openly accepts changes in priorities, new procedures and additional or different work.

E AE ME BE U

Comments:

OVERALL RATING:

- Exceptional Above Expectations Meets Expectations
 Below Expectations Unsatisfactory

COMMENTS:

AREA/S IDENTIFIED FOR FUTURE GROWTH:

Employee has the right to disagree with this evaluation and may indicate so by attaching a separate sheet of paper to this evaluation.

Employee Signature: _____ Date: _____

Supervisor Signature: _____ Date: _____

Administrator Signature: _____ Date: _____