

**Northwest Regional Education Service District
Performance Evaluation of Classified Staff**

Employee's Name: _____ Job Title: _____ Employee ID Number: _____

Department/Office: _____ Evaluation Period: _____ Status: Probationary Permanent

From: _____ To: _____ Last Evaluation Date: _____

This performance evaluation is designed to evaluate the performance during the review period and to provide an opportunity for an employee and supervisor(s) to discuss job related performance.

PART 1: PERFORMANCE FACTORS

Describe the employee's performance relative to the factors stated below that are relevant and applicable to his/her position. Using the categories and ratings listed below, rate each performance factor and provide comments/explanations for ratings. Additional sheets may be attached to elaborate on specific performance aspects.

Definitions of Performance Rating Categories

EXCEEDS - Consistently exceeds job expectations and requirements of the job (specific examples of this employee's *Exceeds* performance are required).

MEETS REQUIREMENTS – Consistently meets required performance expectations. This is the expected level of performance for all employees.

NEEDS IMPROVEMENT – Does not perform some functions/responsibilities of the job on a consistent basis and/or at an acceptable level.

UNSATISFACTORY - The employee fails to meet performance expectations (specific examples of this employee's *unsatisfactory* performance are required).

*Note: While specific examples of performance in all areas are recommended, it is required in the cases of Exceeds and/or Unsatisfactory performance.

Quality of Work	RATING
Exhibits accuracy, competence, neatness, thoroughness, and attention to detail in performance of job responsibilities.	<input type="checkbox"/> Exceeds <input type="checkbox"/> Meets Requirements <input type="checkbox"/> Needs Improvement <input type="checkbox"/> Unsatisfactory
Comments:	

Productivity	RATING
Demonstrates efficient use of time; produces appropriate volume of work and meets assigned deadlines and goals.	<input type="checkbox"/> Exceeds <input type="checkbox"/> Meets Requirements <input type="checkbox"/> Needs Improvement <input type="checkbox"/> Unsatisfactory
Comments:	

Job Knowledge & Technical Skills	RATING
Demonstrates knowledge and skills necessary to perform job effectively. Understands expectations of job and strives to improve job knowledge and expertise. Possesses technical knowledge necessary to effectively perform the duties and responsibilities.	<input type="checkbox"/> Exceeds <input type="checkbox"/> Meets Requirements <input type="checkbox"/> Needs Improvement <input type="checkbox"/> Unsatisfactory
Comments:	

Interpersonal & Communication Skills	RATING
Demonstrates ability to communicate effectively with staff, students, and public. Maintains positive working relationships. Effective verbal, written and telephone skills.	<input type="checkbox"/> Exceeds <input type="checkbox"/> Meets Requirements <input type="checkbox"/> Needs Improvement <input type="checkbox"/> Unsatisfactory
Comments:	

Initiative & Problem Solving	RATING
Employee is self-starting and takes appropriate independent action when necessary. Contributes new ideas or methods. Seeks new and better ways to accomplish tasks and/or actively seeks increased job productivity.	<input type="checkbox"/> Exceeds <input type="checkbox"/> Meets Requirements <input type="checkbox"/> Needs Improvement <input type="checkbox"/> Unsatisfactory
Comments:	

Adaptability & Attitude	RATING
Demonstrates ability to manage change; be flexible; adjust to new work requirements; and handle interruptions and matters of urgency. Demonstrate professionalism, enthusiasm, and interest regarding position responsibilities. Displays an attitude that promotes a positive image of the office, department, or school/setting.	<input type="checkbox"/> Exceeds <input type="checkbox"/> Meets Requirements <input type="checkbox"/> Needs Improvement <input type="checkbox"/> Unsatisfactory
Comments:	

Attendance & Dependability	RATING
Demonstrates consistency, promptness, and dependability in adherence to work hours and productivity. Consider such factors as timeliness vs. tardiness; and assumes full responsibility for assigned tasks and his/her actions.	<input type="checkbox"/> Exceeds <input type="checkbox"/> Meets Requirements <input type="checkbox"/> Needs Improvement <input type="checkbox"/> Unsatisfactory
Comments:	

OTHER – factor not identified above, but important to the position (OPTIONAL)	RATING
	<input type="checkbox"/> Exceeds <input type="checkbox"/> Meets Requirements <input type="checkbox"/> Needs Improvement <input type="checkbox"/> Unsatisfactory

PART 2: EVALUATOR’S COMMENTS (Answer the following questions. Attach additional sheets if necessary.)

Specific Achievements and Strengths as related to the job:

Record incidents of positive and/or successful job performance during the performance period (include details and dates), and list professional job strengths.

Areas for Improvement:

Record specific incidents of performance that did not go well (include details and dates), **or** performance areas that can be improved.

Performance Goals for the Next Evaluation Period

Training and Development Suggestions

Supervisor's Recommendation

- Continued probationary status
- Move from probationary to regular status (after 120 days)
- Continued employment
- Continued employment with implementation of a Memorandum of Expectations
- Termination of employment

PART 3: EMPLOYEE COMMENTS (OPTIONAL)

Attach additional sheets if necessary.

PART 4: SIGNATURES

Supervisor's Name

Supervisor's Signature

Date

Employee's Name

Employee's Signature

Date

An employee's signature indicates neither agreement nor disagreement with this evaluation, but indicates that the evaluation has been read and discussed.

Upon completion of signatures, please provide a copy of this evaluation to the employee and forward the original to Human Resources to be placed in the employee's personnel file.