

SOLEDAD UNIFIED SCHOOL DISTRICT CLASSIFIED EVALUATION FORM

NAME: _____

WORK LOCATION: _____

POSITION: _____

RATING SCALE	1.0			2.0		3.0				4.0	
	1.1	1.2	1.3	2.1	2.2	3.1	3.2	3.3	3.4	4.1	4.2
Meets District Standards											
Below District Standards											
Not Applicable											

1.0 ATTENDANCE STANDARDS:

- 1.1 Attendance record reflects a minimum of absences. Actual absences _____ hours; (Using 65% or more of the total annual earned leave will equate to a “below district standard” check. (Exceptions: Long Term medical illness, maternity leave with medical doctor’s note).
- 1.2 Punctuality: Employee consistently reports for work on time.
- 1.3 Employee consistently remains on the job after reporting for work.

COMMENTS: _____

2.0 DEPENDABILITY STANDARDS:

- 2.1 Employee possesses the ability of consistently follow through for the completion of job and assignments.
- 2.2 Employee consistently adheres to time lines for the completion of job assignments.

COMMENTS: _____

3.0 INITIATIVE STANDARDS:

- 3.1 Employee is consistently self-reliant in completing assignments.
- 3.2 Employee offers suggestions for work improvements and/or solutions for work problems.
- 3.3 Employee takes action for self improvement. (Professional Growth, e.g.) where applicable.
- 3.4 Employee consistently utilizes initiative in completing job-related tasks.

COMMENTS: _____

4.0 QUALITY OF WORK STANDARDS:

- 4.1 Employee is consistently accurate and skilled in performing tasks and takes pride in a job well done.
- 4.2 Employee's work area and work product is consistently neat.

COMMENTS: _____

RATING SCALE	5.0		6.0			7.0		8.0				9.0	
	5.1	5.2	6.1	6.2	6.3	7.1	7.2	8.1	8.2	8.3	8.4	9.1	9.2
Meets District Standards													
Below District Standards													
Not Applicable													

5.0 QUANTITY OF WORK STANDARDS:

- 5.1 Employee consistently completes appropriate amounts of tasks relative to his or her skill level and the requirements of the position.
- 5.2 Employee consistently completes appropriate amounts of tasks relative to time lines and the requirements of the position.

COMMENTS: _____

6.0 WORK PRACTICES STANDARDS:

- 6.1 Employee consistently follows work instructions in a complete and thorough manner.
- 6.2 Employee consistently follows proper recommendations for the use, care and safe operation of equipment.
- 6.3 Employee consistently complies with rules, regulations and policies.

COMMENTS: _____

7.0 PLANNING AND ORGANIZING WORK STANDARDS:

- 7.1 Employee consistently performs job tasks in a timely and thorough manner.
- 7.2 Employee consistently utilizes time and resources in an efficient and effective manner.

COMMENTS: _____

8.0 ADAPTABILITY STANDARDS:

- 8.1 Employee possesses the ability to work under varying conditions and/or at different work sites.
- 8.2 Employee consistently demonstrates the ability to apply job knowledge and skills to new or unfamiliar work.
- 8.3 Employee sees variable work situations in a positive manner.
- 8.4 Employee consistently displays a positive attitude toward supervisor, staff, students and parents.

COMMENTS: _____

9.0 JUDGEMENT AND DECISION-MAKING STANDARDS:

- 9.1 Employee demonstrates the consistent ability to effectively assemble data and facts in making decisions.
- 9.2 Employee consistently uses good decision-making skills in performing work assignments and duties.

COMMENTS: _____

RATING SCALE	10.O					11.O				12.O			
	10.1	10.2	10.3	10.4	10.5	11.1	11.2	11.3	11.4	12.1	12.2	12.3	12.4
Meets District Standards													
Below District Standards													
Not Applicable													

10.0 **PUBLIC CONTACT AND COMMUNICATION STANDARDS:**

- 10.1 Employee is consistently honest, tactful, and courteous.
- 10.2 Employee consistently presents himself/herself in an appropriate manner to represent Soledad Unified School District.
- 10.3 Employee consistently demonstrates the ability to handle difficult situations and confrontations.
- 10.4 Employee consistently demonstrates the ability to use oral and written language effectively.
- 10.5 There is open communication and articulation between employee and supervisor(s).

COMMENTS: _____

11.0 **HUMAN RELATIONS STANDARDS:**

- 11.1 Employee consistently works effectively and in a participatory manner with supervisor(s).
- 11.2 Employee consistently works effectively and in a cooperative manner with fellow employees and other district staff.
- 11.3 Employee consistently interacts effectively and demonstrates concern and sensitivities towards students.
- 11.4 Employee interacts effectively and demonstrates concern and sensitivities towards parents and other community members.

COMMENTS: _____

12.0 **SUPERVISORY ABILITY STANDARDS: (ONLY FOR EMPLOYEES WHO SUPERVISE)**

- 12.1 Ability to effectively coordinate the work of others.
- 12.2 Effectively plans and encourages the professional development of subordinates.
- 12.3 Maintains effective discipline, morale and approachability.
- 12.4 Consistently demonstrates sound decision making skills.

COMMENTS: _____

CLASSIFIED EVALUATION

Employee strengths:

Goals and Objectives for subsequent evaluations:

Comments:

Supervisor signature (if applicable)

Date

Evaluator's signature

Date

Meets District Standards / / Below District Standards/No Step Increase / / Recommended Dismissal / /

***Note:** If an employee receives seven (7) checks in the row of "Does Not Meet District Standards" he/she is deemed not to meet the District Standards and therefore will not be recommended for a step increase.*

ACKNOWLEDGMENT

I acknowledge that I have seen the above evaluation and have been provided with suggestions for improvement. I understand that my signature does not necessarily mean that I agree with this evaluation.

Employee's signature

Date

Distribution: White – Personnel Canary – School/Department Pink – Employee

Form S-106 (06/05)