

ORANGE COUNTY SCHOOLS

CONFIDENTIAL EVALUATION - CLASSIFIED PERSONNEL

You must "Save As" this form as a "PDF" on your computer before filling out, or your information will not be saved.

NAME _____	SS# _____
SCHOOL/DEPT. _____	
JOB TITLE _____	DATE _____

Instructions

1. When a new classified employee is hired, the evaluator should conduct a “probationary” evaluation within the employee's first three months. The evaluator may conduct a probationary evaluation on an employee who transfers to a position. Employees retained after the probationary period should be evaluated on a yearly basis, unless performance or conduct concerns warrant more frequent review.
2. When an employee's annual evaluation includes one or more “needs improvement” or “unsatisfactory” ratings and the employee is not recommended for dismissal at that time, the employee should receive a “conditional” evaluation in no later than sixty (60) working days. A “conditional” evaluation also may be conducted if an evaluator documents concerns about an employee's conduct or performance. The employee must recognize that being placed on a conditional evaluation means that his/her job is in jeopardy and that significant and sustained improvement must be demonstrated for this employee to be retained. The evaluator should consider whether to make a recommendation for dismissal following completion of the conditional evaluation, unless more immediate action is warranted.
3. In completing this evaluation form, the evaluator should include a comment to explain any needs improvement/unsatisfactory rating. If additional space is required, attach a separate sheet for your comments. The evaluator is encouraged to add any pertinent comments for ratings of exceeds.
4. The evaluator should discuss the results of the evaluation and any recommended actions. The employee is encouraged to respond in writing to the evaluation.
5. All evaluations are to be signed by both the evaluator and the employee. A copy will be placed in the employee's personnel file and a copy will be provided to the employee.

	Exceeds Standard	Meets Standard	Needs Improvement	Unsatisfactory
QUANTITY OF WORK Amount of work individual does in a workday and timeliness of completing work	Does more than is required, work is consistently completed ahead of scheduled deadline <input type="checkbox"/>	Consistently produces satisfactory volume of work and consistently meets deadlines <input type="checkbox"/>	Inconsistently produces satisfactory volume of work and inconsistently meets deadlines <input type="checkbox"/>	Does not meet minimum requirements within a reasonable length of time <input type="checkbox"/>
QUALITY OF WORK Accuracy, completeness, correctness of work	Produces superior quality, precise, and dependable work product <input type="checkbox"/>	Consistently produces accurate, complete, and correct work product <input type="checkbox"/>	Inconsistently produces accurate, complete, and correct work product <input type="checkbox"/>	Makes many errors, must be constantly checked, and often needs to redo work <input type="checkbox"/>
KNOWLEDGE OF WORK Possesses knowledge and skills needed for satisfactory performance	Understands <u>all</u> phases of work assignments; requires limited to no supervision <input type="checkbox"/>	Sufficient knowledge of work to satisfy job requirements; requires minimal instruction, guidance and supervision <input type="checkbox"/>	Insufficient knowledge of work; requires much instruction, guidance and supervision <input type="checkbox"/>	Little knowledge of work <input type="checkbox"/>
INITIATIVE Desire to attain goals and to achieve results	Strives hard to achieve results; developing new and better ways to achieve outcomes <input type="checkbox"/>	Puts forth adequate effort and usually achieves desired results; has self confidence; utilizes time wisely <input type="checkbox"/>	Puts forth little effort; slow to achieve results; lacks self confidence; does not always utilize time wisely <input type="checkbox"/>	Needs constant urging; puts forth practically no effort; does not utilize time wisely <input type="checkbox"/>
DEPENDABILITY Follows through on assigned tasks with minimum supervision	Completes assignments accurately, on time, and with little supervision <input type="checkbox"/>	Consistently follows through on assignments in a timely manner and with limited supervision <input type="checkbox"/>	Not consistently reliable in completing assignments; requires frequent supervision <input type="checkbox"/>	Requires close supervision; seldom completes assignments on time <input type="checkbox"/>
ATTENDANCE Coming to work daily and conforming to work hours	Always present, on time, and completes work hours <input type="checkbox"/>	Consistently present, on time, and completes work hours <input type="checkbox"/>	Inconsistent punctuality, attendance, and/or conforming to work hours <input type="checkbox"/>	Lax in attendance, reports to work late and/or does not complete work hours <input type="checkbox"/>
RELATIONSHIP WITH OTHERS How employee gets along with others	Excellent in treating others in a positive, courteous, and professional manner <input type="checkbox"/>	Consistently treats others in a positive, courteous, and professional manner <input type="checkbox"/>	Does not consistently treat others in a positive, courteous, and professional manner <input type="checkbox"/>	Fails to treat others in a positive, courteous, and professional manner <input type="checkbox"/>

WORK AREA AND PERSONAL APPEARANCE	Work area and personal appearance always neat, clean, and appropriate for setting <input type="checkbox"/>	Work area and personal appearance consistently neat and clean, and appropriate for setting <input type="checkbox"/>	Work area and personal appearance not consistently neat, clean, and appropriate for setting <input type="checkbox"/>	Untidy, unclean, or inappropriate personal appearance or work area <input type="checkbox"/>
FOLLOWS RULES, POLICIES, AND INSTRUCTIONS	Always follows rules, policies, and instructions <input type="checkbox"/>	Consistently follows rules, policies, and instructions <input type="checkbox"/>	Does not consistently follow rules, policies, and instructions <input type="checkbox"/>	Fails to follow rules, policies, and instructions <input type="checkbox"/>
OVERALL EVALUATION In comparison with other employees	Outstanding <input type="checkbox"/>	Consistently fulfills job duties and expectations <input type="checkbox"/>	Inconsistently fulfills job duties and expectations <input type="checkbox"/>	Fails to fulfill job duties and performance expectations <input type="checkbox"/>

Evaluator Summary Comments:

Evaluated by: _____

Supervisor's Signature

Date

Signing does not necessarily indicate employee agrees, but it shows that the employee has read and discussed the evaluation and has received a copy. The employee may comment in writing to be attached to his/her evaluation.

Employee's Signature

Date

Employee Comments: