

KINGS COUNTY OFFICE OF EDUCATION
CLASSIFIED EMPLOYEE EVALUATION FORM

Name: _____

Date Due: _____

☐ 5th month

Current Job Title: _____

Employee ID: _____

☐ 10th month

☐ Probationary

☐ Permanent

☐ Annual

Directions: Evaluator(s) shall complete this form by checking the appropriate rating and meeting with the employee to discuss its content. This form shall be signed and dated by both the employee and the evaluator(s). This evaluation will be placed in the employee's Personnel file. The employee has the right to respond either in the comment section or on a separate sheet to be attached to this evaluation. Ratings of “unsatisfactory” must be supported in the comments section or in the form of an attachment.

Rating Key
M/E = Meets or exceeds standards
NI = Needs improvement
U = Unsatisfactory

PERFORMANCE:

QUALITY OF WORK:	M/E	NI	U
Work was presentable and accurate	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Made effective use of time, met deadline	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Tasks performed met the guidelines of the job description	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
KNOWLEDGE OF WORK:			
Major phases of job understood	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Methods used were effective and efficient	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Required skills were strong	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
DEPENDABILITY:			
Minimum supervision was required	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Instructions were followed	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
WORK CHARACTERISTICS:			
Problems were solved independently; a self-starter	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Was flexible and accepted new ideas readily	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Expressed positive attitude toward work	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Prioritized work so that changing demands were met	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
WORKING RELATIONSHIPS:			
Demonstrated courtesy and tact	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
No known violations of job related confidentiality	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Communicated effectively	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Worked as a positive team member	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Readily accepted constructive criticism and suggestions of supervisor	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
ATTENDANCE AND PUNCTUALITY:			
Attendance was satisfactory	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Reported to work on time	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Followed established work schedule	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
FOR INSTRUCTIONAL AIDES (if applicable):			
Worked well with students individually and in small groups to meet their needs	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Used positive reinforcements with students; motivated and encouraged students	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Demonstrated consistency in assisting the teacher/specialist to maintain and control classroom behavior	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

OVERALL RATING : ☐ Meets or exceeds standards in all areas.

SUPERVISORS COMMENTS:

_____ Signature of Supervisor	_____ Title	_____ Date
_____ Employee Signature ◆	_____ Title	_____ Date

◆ Employee signature indicates that the evaluation has been seen by and discussed with the employee, but does not necessarily constitute agreement. Employee may attach comments on an additional sheet