

KINGS COUNTY OFFICE OF EDUCATION

CLASSIFIED EMPLOYEE **SPECIAL** EVALUATION FORM

Name: _____ **TIME PERIOD COVERED:** FROM _____ TO _____
 Current Job Title: _____ SS#: _____

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. **The purpose of this evaluation is to recognize "outstanding" or "unsatisfactory" performance outside of the regular evaluation reporting periods.**

PERFORMANCE SECTION:

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|--|--|--|
| <p>I. QUALITY OF WORK:
 1. <input type="checkbox"/> Excellent</p> | <p>2. <input type="checkbox"/> Unsatisfactory</p> | <p>3. <input type="checkbox"/> NOT AT ISSUE</p> |
| <p>II. KNOWLEDGE OF WORK:
 1. <input type="checkbox"/> Exceptional ability to execute job duties and responsibilities.</p> | <p>2. <input type="checkbox"/> Lacks awareness of duties and responsibilities.</p> | <p>3. <input type="checkbox"/> NOT AT ISSUE</p> |
| <p>III. VOLUME OF WORK:
 1. <input type="checkbox"/> Output is exceptionally high.</p> | <p>2. <input type="checkbox"/> Output is unsatisfactory.</p> | <p>3. <input type="checkbox"/> NOT AT ISSUE</p> |
| <p>IV. DEPENDABILITY:
 1. <input type="checkbox"/> Excellent pre-planning, always meets deadlines.</p> | <p>2. <input type="checkbox"/> Consistently fails to meet deadlines.</p> | <p>3. <input type="checkbox"/> NOT AT ISSUE</p> |
| <p>V. ATTENDANCE:
 1. <input type="checkbox"/> Excellent</p> | <p>2. <input type="checkbox"/> Unsatisfactory</p> | <p>3. <input type="checkbox"/> NOT AT ISSUE</p> |

CONDUCT SECTION:

- | | | |
|---|---|--|
| <p>VI. COMPLIANCE WITH RULES / REGULATIONS:
 1. <input type="checkbox"/> Always follows job rules / regulations.</p> | <p>2. <input type="checkbox"/> Unable to follow job rules / regulations.</p> | <p>3. <input type="checkbox"/> NOT AT ISSUE</p> |
| <p>VII. BEHAVIOR TOWARD OTHERS CONTACTED IN THE COURSE OF WORK:
 1. <input type="checkbox"/> An exceptionally positive force for public and staff morale.</p> | <p>2. <input type="checkbox"/> Consistently displays uncooperative attitude and is discourteous.</p> | <p>3. <input type="checkbox"/> NOT AT ISSUE</p> |
| <p>VIII. RESPONSE TO CHANGE / INITIATIVE:
 1. <input type="checkbox"/> Self motivated; enthusiastically accepts new ideas and changes.</p> | <p>2. <input type="checkbox"/> Evidences little interest toward work; lacks initiative; refuses to change and/or accept new procedures / ideas.</p> | <p>3. <input type="checkbox"/> NOT AT ISSUE</p> |

SUPERVISOR'S COMMENTS :

DIRECTIVES AND RECOMMENDATIONS (AS NECESSARY):

Signature of Supervisor	Title	Date
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Employee Signature ◆	Title	Date
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◆ 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.

WHITE: Employee

YELLOW: Supervisor

PINK: Personnel