

Baldwin County Public Schools
Classified Employee Evaluation Form (CEEF)

Employee Name _____ Job Title _____

Site Identifier _____ Performance Period _____ to _____

Date Performance Appraised _____ Evaluator _____

Statement of Purpose

The Baldwin County Board of Education recognizes that support personnel are essential in ensuring the success of all students; therefore, the board requires that all support personnel be evaluated annually to measure performance and effectiveness based on 10 performance factors listed on the form.

Instructions

Review the ten performance factors on this form with the employee. Add any additional performance standards that are job specific. Circle the appropriate number to indicate the rating on each appraisable standard using the following scale.

- | | |
|--------------------|--|
| 1. Unsatisfactory: | Consistently failed to meet the standards of the job. |
| 2. Below Standard: | Occasionally failed to meet the standards of the job. |
| 3. At Standard: | Consistently met the standards of the job. |
| 4. Above Standard: | Consistently met, and occasionally exceeded job standards. |
| 5. Outstanding: | Consistently exceeded the job standards. |

Post Evaluation Meeting

Outline the employee's development needs after discussion. Reach an agreement with the employee on the actions to be taken to address those needs and establish target dates for completion of the employee development summary statement.

Review of Completed Form

Note: Employee Signature indicates that he or she has seen the completed evaluation form but doesn't necessarily imply agreement with its contents.

Employee's Signature _____ Date _____

Supervisor's Signature _____ Date _____

Director's Signature _____ Date _____

PART 1: PERFORMANCE

General Performance Standards

Part A CEEF Directions:

Circle the number to the right which best illustrates the employee's current level of performance in that area.

Part B: CEEF Directions:

After scoring each criteria of the performance standards add the scores and divide by the number of variables in each performance standard area to arrive at a composite score to be placed on the line provided. Composite scores do not have to be whole numbers. **Include comments in the space provided that supports the score given.**

1.0 Administrative Responsibilities:

- 1.1 Completes forms specific to the assigned job
- 1.2 Arrives and leaves work on time, reports absences to supervisor
- 1.3 Responds to administrative requests in a timely manner
- 1.4 Turns in time sheet if required

1	2	3	4	5
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Performance Standard Area

Composite

Notes/
Comments:

2.0 Initiative:

- 2.1 Actively seeks to solve problems before being asked
- 2.2 Works independently; seeks greater responsibility
- 2.3 Seeks ways to improve methods, products, or services related to job
- 2.4 Offers to help others when job is complete
- 2.5 Promptly responds to requests for help

1	2	3	4	5
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
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<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Performance Standard Area

Composite

Notes/
Comments:

3.0 Interpersonal Communication:

- 3.1 Cooperates with others to accomplish school district goals
- 3.2 Concerned about the needs and interests of others
- 3.3 Behaves in a courteous and professional manner
- 3.4 Clearly conveys information to others
- 3.5 Listens carefully and asks necessary questions

1	2	3	4	5
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
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<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Performance Standard Area

Composite

Notes/
Comments:

4.0 Knowledge:

- 4.1 Demonstrates understanding of job requirements & procedures
- 4.2 Applies job knowledge, skills and experience appropriately
- 4.3 Possesses and maintains essential knowledge needed to perform job
- 4.4 Takes advantage of opportunities to expand job-related knowledge
- 4.5 Learns changes in job practices and procedures

1	2	3	4	5
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
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<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Performance Standard Area

Composite

Notes/
Comments:

5.0 Organization and Planning:

- 5.1 Plans ahead and anticipates materials, conditions, labor needed
- 5.2 Establishes proper priorities
- 5.3 Uses time efficiently
- 5.4 Able to change plans quickly and effectively if necessary

1	2	3	4	5
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
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<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Composite				

Performance Standard Area

Notes/
Comments:**6.0 Problem Solving:**

- 6.1 Identifies problems then obtains information to solve them
- 6.2 Identifies practical solutions to problems
- 6.3 Acts appropriately and quickly to solve problems
- 6.4 Stays with problem until it is solved
- 6.5 Has judgment to refer problems outside his/her expertise

1	2	3	4	5
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
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<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Composite				

Performance Standard Area

Notes/
Comments:**7.0 Productivity:**

- 7.1 Produces expected amount of work
- 7.2 Establishes priorities for work
- 7.3 Manages productivity under pressure or overload conditions
- 7.4 Manages time effectively, meets deadlines
- 7.5 Demonstrates a willingness and ability to take on additional work

1	2	3	4	5
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
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<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Performance Standard Area

Composite

Notes/
Comments:**8.0 Quality of Work:**

- 8.1 Produces work that meets established quality standards
- 8.2 Performs job responsibilities in a complete, accurate, and neat manner
- 8.3 Pays attention to detail
- 8.4 Maintains quality under pressure or overload conditions

1	2	3	4	5
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Performance Standard Area

Composite

Notes/
Comments:

9.0 Safety:

- 9.1 Demonstrates knowledge of district safety rules and regulations
- 9.2 Follows and promotes safety rules while on the job
- 9.3 Uses appropriate safety equipment such as gloves, glasses, ear plugs
- 9.4 Reports all accidents, safety violations , and work hazards timely

1	2	3	4	5
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
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<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Performance Standard Area

Composite

Comments:

10.0 Team Work:

- 10.1 Actively contributes and participates in group assignments & projects
- 10.2 Works effectively and cooperates with others
- 10.3 Resolves conflicts among fellow employees
- 10.4 Accepts suggestions and constructive feedback

1	2	3	4	5
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
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<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Performance Standard Area

Composite

Comments:

PART 2
Overall Performance Rating

CEEF Directions:

Place a check in the blank that best describes this employee's performance.

Compliance with Policies and work rules:

ATTENDANCE ☐ Below Acceptable Level ☐ At or Above Acceptable Level

PUNCTUALITY ☐ Below Acceptable Level ☐ At or Above Acceptable Level

SAFETY ☐ Below Acceptable Level ☐ At or Above Acceptable Level

OVERALL PERFORMANCE RATING

(Select 1 only)

- ☐ Unsatisfactory: Consistently failed to meet the standards of the job.
- ☐ Below Standard: Occasionally failed to meet the standards of the job.
- ☐ At Standard: Consistently met the standards of the job.
- ☐ Above Standard: Consistently met, and occasionally exceeded the job standards.
- ☐ Outstanding: Consistently exceeded the job standards.

PART 3
Employee Growth & Development Plan

Development Plan:

What are the strengths of this employee?

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What areas need improvement?

Needs	Action	Target Date	Date Verified

Employee Development Summary Statement

Employee's Comments:

Supervisor's Comments:
