

POPLAR BLUFF SCHOOLS
Performance Evaluation for Classified Employees

Employee _____

Job Title _____

Employed Years Months _____

Building – Department _____

Period Beginning _____

Period Ending _____

| PERFORMANCE EVALUATION FACTORS | PERFORMANCE ASSESSMENT | | |
|---|---|--|--|
| | DOES NOT MEET MINIMUM REQUIREMENTS: | NEEDS IMPROVEMENT: | MEETS EXPECTATIONS: |
| Consider each factor independently after reading the factor definition. Indicate your evaluation by placing a check mark in the appropriate box. PERFORMANCE FACTORS: | Job performance is so far below minimum expectations as to be unacceptable. Performance improvement must be accomplished. | Job performance is generally below expectations. | Job performance meets what is reasonably expected of an individual in this classification. |
| 1. Work Knowledge: Consider the employee's understanding of all phases of the job. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. Work Quantity: Consider the amount of satisfactory work produced. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. Quality of Work: Consider neatness, accuracy, and excellence of work produced. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 4. Dependability: Does the employee arrive on time? Attendance | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 5. Judgment and Common Sense: Consider the ability to make a decision, form an opinion, or take action objectively, wisely, and with authority. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 6. Initiative: Consider amount of supervision required and the ability to initiate action. (Also helps others when needed and finds work to do when job is completed.) | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 7. Personal Traits: Consider leadership qualities and ability to cooperate with others. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 8. Ability to plan and Organize: Consider the ability to plan duties in an effective manner. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 9. Attitude: Consider job interest and disposition toward job. (Avoids complaining and remains cheerful, friendly, courteous and cooperative.) | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 10. Personal Appearance: Consider neatness and grooming if appropriate to this job classification. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 11. Professional Development: Consider employee's total growth during rating period. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Overall Performance: Place a check in box that best represents the employee's overall general performance for the entire evaluation period. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

IF NEEDS IMPROVEMENT or DOES NOT MEET MINIMUM REQUIREMENTS is marked for any factor, identify specific steps to be taken to improve performance to acceptable level.

SPECIFIC COMMENDATIONS: _____

SUPERVISOR'S SIGNATURE: _____

I have read this evaluation of my performance and discussed it with my supervisor. I understand that my signature does not necessarily indicate my agreement.

EMPLOYEE'S COMMENT: _____

EMPLOYEE'S SIGNATURE: _____ Date _____