

Para/Tech/Sec/Pro Classified Employee Evaluation

Employee Name: _____ Location / Position: _____ Time in Present Position: _____

Scale score:	S = Satisfactory – Employees overall performance is acceptable and generally meets supervisor's expectations/performance requirements
	U = Unsatisfactory – Employees overall performance is well below or does not meet supervisor's expectations/performance requirements
	N/A - Not Applicable

Performance Criteria	Competencies	Scale Score	Comments
Safety / Compliance with Procedures & Polices / Equipment Care	1. Operates and exercises proper care in the use and maintenance of District equipment.		
	2. Adheres to district and department policies, procedures, rules and federal/state laws.		
	3. Promptly reports maintenance needs, safety hazards, accidents, incidents or injuries.		
	4. Maintains a safe and clean work area.		
Attendance and Dependability	1. Arrives to work on time.		
	2. Does not leave early without authorization.		
	3. Requests leave and posts absence enough to provide reasonable notice.		
	4. Is prudent in use of leave and adheres to leave policies.		
Responsibility	1. Plans, organizes and accomplishes work on schedule.		
	2. Maintains confidentiality with privileged information.		

Scale score:	D - Distinguished - Employee's overall performance exceeds supervisor's expectations/performance requirements
	S = Satisfactory – Employee's overall performance is acceptable and generally meets supervisor's expectations/performance requirements
	N = Needs improvement – Employee's overall performance is generally below supervisor's expectations/performance requirements
	U = Unsatisfactory – Employee's overall performance is well below or does not meet supervisor's expectations/performance requirements

Performance Criteria	Competencies	Scale Score	Comments
Interpersonal Skills	1. Collaborates with colleagues and supervisors in a positive, constructive and fair manner.		
	2. Shows courtesy and respect to visitors and students.		
	3. Offers differing opinions in a constructive and helpful manner.		
Communication Skills / Customer Service	1. Communicates effectively with written communication as it relates to essential skills necessary to perform the job:	X	
	1a. Practices professional email etiquette.		
	1b. No/rare mistakes in spelling, grammar and punctuation on written documents.		
	2. Communicates effectively with verbal communication as it relates to essential skills necessary to perform the job:	X	
	2a. Practices professional telephone etiquette.		
	2b. Demonstrates active listening skills.		
Flexible / Adaptability	2c. Is patient, calm and speaks politely when in person-to-person communication		
	1. Demonstrates willingness to learn new tasks, methods and procedures.		
	2. Adapts to changing work environment.		
	3. Works independently with a minimal amount of supervision.		
	4. Ability to handle interruptions and matters of urgency.		

Professionalism	1. Positively represents the District in the workplace; exhibits professional demeanor, including professional dress, grooming, hygiene and language.		
	2. Accepts responsibility for mistakes or failures.		
	3. Accepts constructive evaluation feedback and responds professionally.		
	4. Maintains composure, demonstrates constraints and self-control in difficult situations.		
	5. Resolves conflicts professionally and respectfully.		
	6. Projects a positive attitude.		
	7. Maintains professional/appropriate boundaries with students & staff.		
Job Knowledge	1. Has demonstrated working knowledge of required skills, equipment and materials that are necessary for completion of assigned work.		
	2. Has the demonstrated knowledge to complete tasks required in current job including: accurately completing records, reports and documents.		
	3. Is able to identify and prioritize problems and develop appropriate solutions.		
	4. Consistently produces accurate, high quality work in minimal time.		
Time Management	1. Manages and prioritizes time and resources in order to successfully complete projects and/or assignments on time.		
	2. Manages work hours, breaks and leave time to minimize impact on department.		
	3. Refrains from unnecessary or excessive socializing, uses time wisely.		

OVERALL PERFORMANCE SCORE = Distinguished Satisfactory Needs Improvement Unsatisfactory

Development Plan

Training education and work assignments, which could be used to improve the employee's performance and develop skills during the next appraisal period.

Plan:

Employee Comments Use this section to provide comments about this appraisal and/or career goals established.

Employee Signature*

Date

Evaluator Signature**

Date

* Employee signature does not necessarily imply he/she agrees with the evaluation, only that he/she has seen and discussed it with the evaluator.

**Evaluator signature indicates that he/she has reviewed this document with the employee.