

PERSONNEL

03.28 AP 21

- CLASSIFIED PERSONNEL -

CLASSIFIED PERSONNEL FORMATIVE EVALUATION

EMPLOYEE'S NAME _____ SCHOOL YEAR _____

WORKSITE/SCHOOL _____ SUPERVISOR _____

POSITION:

BUS DRIVER

FOOD SERVICE WORKER

CUSTODIAN

MAINTENANCE PERSONNEL

INSTRUCTIONAL ASSISTANT

BUS MECHANIC

CLERICAL PERSONNEL

OTHER, SPECIFY

EXPLANATION OF THE SCALE

SATISFACTORY (S)

UNSATISFACTORY (U)

IMPROVEMENT NEEDED (IN)

NOT APPLICABLE (NA)

JOB KNOWLEDGE:

Evaluate the skill/knowledge of the information, procedures, materials, equipment, techniques, etc., required for the position.

- (a) Has necessary skills to complete tasks required in current job.
- (b) Understands and completes all records, reports and documents required.
- (c) Has working knowledge of equipment/material that is necessary for completion of assigned task.
- (d) Attends appropriate in-service projects.
- (e) Adheres to Board policies.

	S	IN	U	NA
a				
b				
c				
d				
e				

COMMENTS:

CLASSIFIED PERSONNEL FORMATIVE EVALUATION

PRODUCTIVITY AND QUALITY OF WORK:

Rate the completion, accuracy, timeliness and volume of work.

- (a) Completes the required task.
- (b) Completes task accurately.
- (c) Completes tasks in a timely manner.
- (d) Uses proper safety measures when working.
- (e) Takes initiative in seeking and completing tasks without supervision.

	S	IN	U	NA
a				
b				
c				
d				
e				

COMMENTS:

RESPONSIBILITY, DEPENDABILITY AND ATTENDANCE:

Consider efforts to ensure the successful completion of tasks, extra efforts made to meet work demands, attendance, dependability and general assistance.

- (a) Uses discretion with confidential or privileged information.
- (b) Follows directions.
- (c) Uses good judgement in performing responsibilities.
- (d) Organizes work responsibilities and sets priorities.
- (e) Has good attendance records.
- (f) Reports to work punctually.
- (g) Returns to work from break and/or lunch punctually.

	S	IN	U	NA
a				
b				
c				
d				
e				
f				
g				

COMMENTS:

CLASSIFIED PERSONNEL FORMATIVE EVALUATION

INTERPERSONAL RELATIONS:

Consider relationships with other employees, students and the community and willingness to preform required duties and to help others accomplish tasks.

- (a) Deals with students and parents in a positive, constructive manner.
- (b) Deals with colleagues and supervisors in a positive, constructive manner.
- (c) Cooperates in accomplishing school and district goals and objectives.
- (d) Handles problems in a constructive and fair manner.
- (e) Works through line/staff relationships when addressing problems.
- (f) Offers differing opinions in a constructive and helpful manner.
- (g) Demonstrates effective written and verbal communication skills.

	S	IN	U	NA
a				
b				
c				
d				
e				
f				
g				

COMMENTS:

SUMMARY:

Overall performance on applicable items.

S	IN	U	NA

COMMENTS:

Would you recommend this employee for employment? Yes No

COMMENTS:

PERSONNEL

03.28 AP 21
(Continued)

CLASSIFIED PERSONNEL FORMATIVE EVALUATION

GROWTH AND DEVELOPMENT: Activities in which the employee has participated in which could increase job effectiveness.

Improvements in the areas noted on this evaluation can be achieved by the following:

This review has been discussed with the employee who has been given a copy. Signatures acknowledge completion of the evaluation and not necessarily agreement.

_____	_____	_____	_____
Employee's Signature	Date	Supervisor's Signature	Date

Employee's Comments:

Related Procedure:

03.28 AP 22