**Harlan County
Classified Summative Evaluation Form**

Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Position\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Employed Since \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Work Site \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |  |  |
| --- | --- | --- | --- |
|  | MEETS | MEETS W/RESERVATION | DOES **NOT** MEET |
| **Standard 1 (Job Knowledge)**  Knowledge of the information, procedures, materials, equipment, techniques, etc. required for the position.**Comments:** |  |  |  |
| **Standard 2 (Productivity and quality of work)** Completion, accuracy, timeliness, and volume of work. **Comments:** |  |  |  |
| **Standard 3 (Responsibility, dependability, & attendance)** Ensures the successful completion of tasks, effort made to meet work demands, attendance, dependability, and general assistance.**Comments:** |  |  |  |
| **Standard 4 (Interpersonal Relations)** Positive collegial relationships with other employees, students, supervisors, the community and a willingness to help others perform required duties and to help others accomplish tasks.**Comments:** |  |  |  |
| **Overall Rating**  |  |  |  |

Failure to meet any one standard may be grounds for nonrenewal of contract.

Evaluator Comments\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Evaluatee Comments\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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(additional pages may be added as needed)

Evaluatee ( ) I agree with the summative evaluation Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 ( ) I disagree with the summative evaluation Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Supervisor Recommendation

( ) meets standards for reemployment ( ) meets standards for reemployment w/reservation
( ) Does NOT meet standards for reemployment

Evaluator Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Disagreement with this evaluation should follow the Harlan County Evaluation Appeal process outlined

in the classified evaluation process.