

WEST CENTRAL SCHOOL DISTRICT NO. 49-7  
Classified Employee Performance Evaluation

**EMPLOYEE INFORMATION**

Name \_\_\_\_\_ Position \_\_\_\_\_  
School/Dept \_\_\_\_\_ Supervisor \_\_\_\_\_  
Date \_\_\_\_\_

**RATINGS**

4-Exceeds                      3-Meets                      2-Below                      1-Unsatisfactory  
Expectations                      Expectations                      Expectations

**JOB KNOWLEDGE & RESULTS**

- \_\_\_\_\_ demonstrates working knowledge in area of responsibility
- \_\_\_\_\_ effectively uses resources, tools, technology, and equipment
- \_\_\_\_\_ follows standards, policy, procedures, and law
- \_\_\_\_\_ quality of work-ensures quality, accountable for performance, follows directions
- \_\_\_\_\_ quantity of work-meets established criteria assigned
- \_\_\_\_\_ timeliness of work-meets deadlines follows through

Comments:

**DECISION MAKING & PROBLEM SOLVING**

- \_\_\_\_\_ takes initiative to make informed decisions when appropriate
- \_\_\_\_\_ Is conscious of the problems that exist around him/her
- \_\_\_\_\_ Keeps supervisor informed about issues
- \_\_\_\_\_ proactively prevents problems
- \_\_\_\_\_ reacts effectively to solve problems
- \_\_\_\_\_ demonstrates knowledge of which problems to solve on own and which to refer

Comments:

**WORK HABITS**

- \_\_\_\_\_ works willingly on all assigned tasks
- \_\_\_\_\_ uses time effectively
- \_\_\_\_\_ demonstrates organizational skills
- \_\_\_\_\_ works effectively with others or on own as appropriate
- \_\_\_\_\_ demonstrates clear, accurate, and effective oral and written communication
- \_\_\_\_\_ promotes a positive image of West Central School District
- \_\_\_\_\_ performs in a fair and ethical manner
- \_\_\_\_\_ maintains professional relationships with students, staff, parents, and visitors
- \_\_\_\_\_ has good attendance
- \_\_\_\_\_ is punctual
- \_\_\_\_\_ follows procedures in preparing for and reporting absences and/or tardiness

Comments:

<b>RATINGS</b>	4-Exceeds Expectations	3-Meets Expectations	2-Below Expectations	1-Unsatisfactory
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**SAFETY**

- \_\_\_\_\_ contributes to a clean and safe work environment – keeps area free of spills, debris, etc.
- \_\_\_\_\_ practices safe work techniques – lifts properly, uses ergonomic principles, uses caution when necessary, etc.
- \_\_\_\_\_ uses proper techniques/tools and wears personal protective equipment when appropriate
- \_\_\_\_\_ reports potential safety hazards immediately

Comments:

<b>EVALUATION</b>
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Areas in which strength is shown:

Areas in which improvement is required:

Goals (as agreed upon by employee and supervisor):

<b>VERIFICATION OF REVIEW</b>	<i>The signature below confirms the discussion of the above evaluation.</i>
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Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Evaluator(s) Signature: \_\_\_\_\_ Date: \_\_\_\_\_

\_\_\_\_\_ Date: \_\_\_\_\_

Adopted 6/11/12

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