

ANDERSON UNION HIGH SCHOOL DISTRICT

CLASSIFIED EMPLOYEE PERFORMANCE REPORT

Employee Name: _____

Department: _____ Report period from: _____ to: _____

Classification: _____ Today's date: _____

After each factor, insert a rating which you feel best describes the employee's performance.

Objectives are to be mutually agreed upon by the employee and the supervisor.

Objectives must be provided if employee receives a rating of **1** or **2**.

1 = UNSATISFACTORY – Performance does not meet minimum standards.

2 = NEEDS DEVELOPMENT – Employee is making progress toward District Standards, but some improvement is needed.

3 = MEETS DISTRICT STANDARDS – Performance fully meets reasonable standards and is fully acceptable

4 = EXCEEDS DISTRICT STANDARDS – Performance is consistently notable, excellent and conspicuous.
Performance obviously above expectations and objectives.

PERSONAL RELATIONS:

	Rating	Comments/Objectives for upcoming period
Meeting and handling the public		
Cooperation with fellow employees		
Dresses appropriately for the position		
Works effectively with students, if applicable		
Attitude (i.e. discrete, courteous, positive)		

WORK HABITS:

	Rating	Comments/Objectives for upcoming period
Arrives at work on time and prepared		
Attendance – Reliability		
Observation of rules and regulations		
Care of district property		
Understands and follows instructions		
Proficient in technical aspects of position		
Proficient in knowledge of the position		

QUANTITY OF WORK:

	Rating	Comments/Objectives for upcoming period
Makes good use of time to complete tasks as assigned		
Is able to prioritize tasks		

QUALITY OF WORK

	Rating	Comments/Objectives for upcoming period
Accuracy and attention to detail		
Neatness of work product		
Thoroughness		
Effective oral communication		
Effective written communication		

ADAPTABILITY:

	Rating	Comments/Objectives for upcoming period
Accepting of changes to tasks or methods		
Uses good judgment in critical situations		
Performance with minimum instruction		

INITIATIVE:

	Rating	Comments/Objectives for upcoming period
Works with minimal supervision		
Finds ways to improve output or make tasks easier		
Willingness to accept and carry out responsibility		
Motivated to learn new ideas and procedures		
Meeting objectives set on last evaluation, if any		

SUPERVISORY ABILITIES: (if applicable)

	Rating	Comments/Objectives for upcoming period
Planning and assigning		
Training and instructing		
Disciplinary control		
Evaluating performance		
Leadership		
Making decisions		
Fairness and impartiality		
Approachability		

OVERALL RATING & ADDITIONAL COMMENTS:

This rating should be consistent with ratings received in all performance areas on this report:

Additional comments regarding the employee's performance or suggestions on performance improvement (additional comments may be attached to this form):

ACKNOWLEDGEMENT:

This report represents my best judgment of this employee's performance.

Supervisor: _____ Date: _____

This report has been discussed with me by my supervisor.

Employee's signature acknowledges that he/she has read and received a copy of this performance report. Employee's signature does not necessarily mean that he/she is in agreement with the evaluation scores given. If the employee wishes to respond to the contents of this report, he/she may attach separate pages.

Employee Signature: _____ Date: _____

I have reviewed the above employee evaluation.

Director of Personnel: _____ Date: _____