

**CARMEL UNIFIED SCHOOL DISTRICT
CLASSIFIED PERFORMANCE EVALUATION**

Name: _____ Classification: _____ Site: _____ Rating Period: _____ to _____	Status Probationary (1 st evaluation) <input type="checkbox"/> Probationary (2 nd evaluation) <input type="checkbox"/> Regular <input type="checkbox"/>
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PERFORMANCE DIMENSIONS

Directions: Please rate the employee on each of the following performance dimensions. Improvement recommendations are required to be included in the commentary section for items rated as "Does not meet standards."

QUALITY OF WORK

A	Employee efficiently performed the primary and essential functions described in job description.	Meets standards <input type="checkbox"/>	Does not meet standards <input type="checkbox"/>
B	Employee consistently completed work neatly.	Meets standards <input type="checkbox"/>	Does not meet standards <input type="checkbox"/>
C	Employee consistently performed work accurately.	Meets standards <input type="checkbox"/>	Does not meet standards <input type="checkbox"/>

JOB KNOWLEDGE

A	Employee demonstrated performance of the skills and methods required for successful completion of tasks.	Meets standards <input type="checkbox"/>	Does not meet standards <input type="checkbox"/>
B	Employee correctly prioritized responsibilities so that demands were anticipated and met.	Meets standards <input type="checkbox"/>	Does not meet standards <input type="checkbox"/>
C	Employee displayed appropriate knowledge of use and maintenance of equipment and tools.	Meets standards <input type="checkbox"/>	Does not meet standards <input type="checkbox"/>
D	Safe working procedures were followed and potential hazards were corrected or reported.	Meets standards <input type="checkbox"/>	Does not meet standards <input type="checkbox"/>
E	Where applicable, approved sanitation procedures were followed and unsanitary conditions were reported or corrected.	Meets standards <input type="checkbox"/>	Does not meet standards <input type="checkbox"/>

DEPENDABILITY

A	Attendance.	Meets standards <input type="checkbox"/>	Does not meet standards <input type="checkbox"/>
B	Employee reported to work on time.	Meets standards <input type="checkbox"/>	Does not meet standards <input type="checkbox"/>
C	Level of supervision required by employee to complete duties was consistent with expectation specified in job description.	Meets standards <input type="checkbox"/>	Does not meet standards <input type="checkbox"/>
D	Oral and written instructions were consistently and accurately followed.	Meets standards <input type="checkbox"/>	Does not meet standards <input type="checkbox"/>

ATTITUDE AND RELATIONSHIPS

A	Employee consistently displayed a positive attitude within the workplace	Meets standards <input type="checkbox"/>	Does not meet standards <input type="checkbox"/>
B	Employee consistently demonstrated courtesy and tact during interactions with the public and fellow employees.	Meets standards <input type="checkbox"/>	Does not meet standards <input type="checkbox"/>
C	Employee's communications skills were sufficient to satisfy the requirements of the position.	Meets standards <input type="checkbox"/>	Does not meet standards <input type="checkbox"/>
D	Employee exercised discretion and respected the confidentiality of information concerning students and co-workers.	Meets standards <input type="checkbox"/>	Does not meet standards <input type="checkbox"/>

COMMENTARY

Record job strengths and distinguished performance incidents:

Record opportunities for growth and areas requiring improvement (Note: Supervisor is required to provide improvement recommendations for any performance dimensions rated as "Does not meet standards."): ·

EVALUATION SUMMARY (Overall Performance):

Exceeds Standards Effectively Meets Standards Requires Improvement (As specified above)

Unsatisfactory - 2nd Evaluation Scheduled On _____

Supervisor's Signature

Date

EMPLOYEE: I certify that this report has been discussed with me. I understand that my signature does not necessarily indicate agreement with the evaluation.

COMMENTS:

Employee's Signature

Date

NOTE: This evaluation will be placed in your personnel file at the end of ten (10) working days. You have the right to attach a response to this evaluation and have the response placed in your personnel file.