

## Classified Personnel Evaluation Procedures

The procedures for implementation are designed to carry out the evaluation policy for classified employees. Time lines included in these procedures are intended to act as a guide to facilitating the improvement of performance for classified personnel. It is expected that these procedures will be implemented in a cooperative manner.

The evaluation procedures for probationary employees are designed to assess performance during the probationary period and determine recommendations for continued employment.

### EVALUATION PROCEDURES FOR PROBATIONARY EMPLOYEES:

The evaluation cycle for probationary employees shall include the following:

1. Pre-Evaluation Conference: Prior to or on the first day of employment, the supervisor will review the job description with the probationary employee and outline other expectations not included in the job description. These expectations shall be in writing. The evaluation procedures used during the probationary period shall be reviewed with the employee.
2. Observations: The supervisor shall make periodic observations (not less than two) of the probationary employee's performance during the 6 month probationary period.
3. Post-Evaluation Conference: Prior to the end of the probationary period, the supervisor will formally evaluate the probationary employee and make recommendations to the superintendent. This recommendation shall be one of the following: A recommendation for permanent status, a recommendation for extension of the probationary period by an additional 30 days with specific recommendations for improvement (plan of improvement), or a recommendation for dismissal. A recommendation for dismissal shall state, in writing, specific reasons for the recommendation.

### RECOMMENDATIONS FOR PERMANENT STATUS:

As soon as an employee has been placed on permanent status, the normal evaluation cycle for permanent employees shall begin.

### EVALUATION PROCEDURES FOR PERMANENT EMPLOYEES:

1. Pre-Evaluation Conference: This conference should take place prior to November 1st. Goals and objectives which may be the primary focus during the evaluation cycle will be identified in writing and should be developed cooperatively between the employee and supervisor. Additionally, the job description will be

reviewed and may be used as a basis for identifying goals and objectives. The overall evaluation procedures shall also be reviewed. A time should be set near the mid-point of the evaluation cycle for review of progress toward goals and objectives.

2. Observations: The supervisor will make periodic observations (not less than two) and discuss information gathered during the observation period with the employee. Information gathered and discussed with the employee shall be in writing and a copy given to the employee (assessment form). Observation information may be attached to the final yearly evaluation.
3. In those cases where progress toward meeting goals is deemed to be unsatisfactory, the supervisor shall document specific areas of concern and make suggestions for corrective action. If performance continues to be unsatisfactory, a written plan for improvement shall be developed.
4. Post-Evaluation Conference: At or near the end of the evaluation cycle, the supervisor shall meet with each employee and review their performance. Notations regarding accomplishments and/or deficiencies shall be made at this time. The final evaluation shall be in writing on the approved district evaluation form. The employee shall receive a copy of the final evaluation and the original shall be forwarded to the District Office for placement in the personnel file.
5. Employee Response: The employee being evaluated may respond in writing on the evaluation form or attach statements to the final evaluation. Responses from the employee shall become a permanent part of the evaluation and shall be filed with the evaluation in the District Office personnel file.





# NORTH SANTIAM SCHOOL DISTRICT 29J

## ASSISTANT SECRETARY/DEPARTMENT SECRETARY EVALUATION

General Instructions: This evaluation is based on the assistant/department secretary's success in meeting requirements of the District's Standards of Competent Performance, identified performance goals and job description. Marks made in the "Needs Improvement" column must be addressed in the comments section.

1 = Unacceptable Doesn't meet district standards	2 = Needs Improvement Occasionally doesn't meet district standards	3 = Satisfactory Meets district standards	4 = Excellent Exceeds district standards
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Name: \_\_\_\_\_

Supervisor: \_\_\_\_\_

		12		3	4
1.	Reports needed repairs promptly to supervisor				
2.	Handles cleaning materials safely				
3.	Keeps building and premises neat and clean at all times				
4.	Responds well to supervisor(s)				
5.	Remains composed and effective while interacting with people in a wide variety of circumstances				
6.	Assumes responsibility for building security				
7.	Operates machines and equipment efficiently and safely				
8.	Makes appropriate decisions at level of responsibility				
9.	Communicates thoughts and ideas clearly				
10.	Plans and organizes tasks efficiently				
11.	Assumes responsibility for previously designated tasks				
12.	Performs job tasks according to specific instructions				
13.	Accomplishes tasks when time is a critical factor				
14.	Selectively attends to priority tasks despite distractions				
15.	Actively strives for job related self improvement				
16.	Uses initiative in identifying and carrying out tasks				
17.	Is punctual and reliable				
18.	Dresses and grooms appropriately				
19.	Maintains confidentiality and loyalty to the organization				
20.	Displays a cooperative attitude				
21.	Seeks Clarification of uncertain procedures				

Comments:

\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
Date

Employee Comments Attached (if necessary)

Signature indicates that we have discussed this report, but does not necessarily indicate agreement.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

# NORTH SANTIAM SCHOOL DISTRICT 29J

## HEAD CUSTODIAN EVALUATION

General Instructions: This evaluation is based on the head custodian's success in meeting requirements of the District's Standards of Competent Performance, identified performance goals and job description. Marks made in the "Needs Improvement" column must be addressed in the comments section.

1 = Unacceptable Doesn't meet district standards	2 = Needs Improvement Occasionally doesn't meet district standards	3 = Satisfactory Meets district standards	4 = Excellent Exceeds district standards
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Name: \_\_\_\_\_

Supervisor: \_\_\_\_\_

	1	2	3	4
1. Makes safety a high priority				
2. Knowledge of basic safety regulations, including OSHA				
3. Complies with all district-wide record keeping procedures (MSDS, requisitions, work orders, etc.)				
4. Responds well to supervisor(s)				
5. Remains composed and effective while interacting with people in a wide variety of circumstances				
6. Maintains and accounts for tools and equipment, including vehicles				
7. Operates machines and equipment efficiently and safely				
8. Completes district-wide maintenance projects effectively				
9. Makes appropriate decisions at level of responsibility				
10. Communicates thoughts and ideas clearly				
11. Plans and organizes tasks efficiently				
12. Assumes responsibility for previously designated tasks				
13. Performs job tasks according to specific instructions				
14. Accomplishes tasks when time is a critical factor				
15. Selectively attends to priority tasks despite distractions				
16. Adequately estimates the scope of work projects				
17. Actively strives for job related self improvement				
18. Uses initiative in identifying and carrying out tasks				
19. Is punctual and reliable				
20. Dresses and grooms appropriately				
21. Maintains confidentiality and loyalty to the organization				
22. Displays a cooperative attitude				
23. Assists in evaluating personnel effectively				
24. Plans, directs, supervises day to day non-technical maintenance projects effectively				

Comments:

\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
Date

Employee Comments Attached (if necessary)

Signature indicates that we have discussed this report, but does not necessarily indicate agreement.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

# NORTH SANTIAM SCHOOL DISTRICT 29J

## CUSTODIAN EVALUTATION

General Instructions: This evaluation is based on the custodian's success in meeting requirements of the District's Standards of Competent Performance, identified performance goals and job description. Marks made in the "Needs Improvement" column must be addressed in the comments section.

1 = Unacceptable  
Doesn't meet district standards

2 = Needs Improvement  
Occasionally doesn't meet district standards

3 = Satisfactory  
Meets district standards

4 = Excellent  
Exceeds district standards

Name: \_\_\_\_\_

Supervisor: \_\_\_\_\_

		1	2	3	4
1.	Reports needed repairs promptly to supervisor				
2.	Handles cleaning materials safely				
3.	Keeps building and premises neat and clean at all times				
4.	Responds well to supervisor(s)				
5.	Remains composed and effective while interacting with people in a wide variety of circumstances				
6.	Assumes responsibility for building security				
7.	Operates machines and equipment efficiently and safely				
8.	Makes appropriate decisions at level of responsibility				
9.	Communicates thoughts and ideas clearly				
10.	Plans and organizes tasks efficiently				
11.	Assumes responsibility for previously designated tasks				
12.	Performs job tasks according to specific instructions				
13.	Accomplishes tasks when time is a critical factor				
14.	Selectively attends to priority tasks despite distractions				
15.	Actively strives for job related self improvement				
16.	Uses initiative in identifying and carrying out tasks				
17.	Is punctual and reliable				
18.	Dresses and grooms appropriately				
19.	Maintains confidentiality and loyalty to the organization				
20.	Displays a cooperative attitude				
21.	Seeks Clarification of uncertain procedures				

Comments:

\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
Date

Employee Comments Attached (if necessary)

Signature indicates that we have discussed this report, but does not necessarily indicate agreement.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

# NORTH SANTIAM SCHOOL DISTRICT 29J

## GROUNDSKEEPER EVALUATION

General Instructions: This evaluation is based on the groundskeeper's success in meeting requirements of the District's Standards of Competent Performance, identified performance goals and job description. Marks made in the "Needs Improvement" column must be addressed in the comments section.

1 = Unacceptable                      2 = Needs Improvement                      3 = Satisfactory                      4 = Excellent  
 Doesn't meet district standards      Occasionally doesn't meet district standards      Meets district standards      Exceeds district standards

Name: \_\_\_\_\_ Supervisor: \_\_\_\_\_

		12	3	4	
1.	Reports needed repairs promptly to supervisor				
2.	Handles cleaning materials safely				
3.	Assumes responsibility for building security, when appropriate				
4.	Remains composed and effective while interacting with people in a wide variety of circumstances				
5.	Operates and maintains machines and equipment efficiently and safely				
6.	Keeps premises neat and clean at all times				
7.	Makes appropriate decisions at level of responsibility				
8.	Communicates thoughts and ideas clearly				
9.	Plans and organizes tasks efficiently				
10.	Assumes responsibility for previously designated tasks				
11.	Performs job tasks according to specific instructions				
12.	Accomplishes tasks when time is a critical factor				
13.	Selectively attends to priority tasks despite distractions				
14.	Actively strives for job related self improvement				
15.	Uses initiative in identifying and carrying out tasks				
16.	Is punctual and reliable				
17.	Dresses and grooms appropriately				
18.	Maintains confidentiality and loyalty to the organization				
19.	Displays a cooperative attitude				

Comments:

\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
Date

Employee Comments Attached (if necessary)

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\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

# NORTH SANTIAM SCHOOL DISTRICT 29J

## MAINTENANCE MECHANIC EVALUATION

General Instructions: This evaluation is based on the maintenance mechanic's success in meeting requirements of the District's Standards of Competent Performance, identified performance goals and job description. Marks made in the "Needs Improvement" column must be addressed in the comments section.

1 = Unacceptable  
Doesn't meet district standards

2 = Needs Improvement  
Occasionally doesn't meet district standards

3 = Satisfactory  
Meets district standards

4 = Excellent  
Exceeds district standards

Name: \_\_\_\_\_

Supervisor: \_\_\_\_\_

		1	2	3	4
1.	Makes safety a high priority				
2.	Knowledge of basic safety regulations, including OSHA				
3.	Complies with all district-wide record keeping procedures (MSDS, requisitions, work orders, etc.)				
4.	Responds well to supervision				
5.	Remains composed and effective while interacting with people in a wide variety of circumstances				
6.	Maintains and accounts for tools and equipment, including vehicles				
7.	Operates machines and equipment efficiently and safely				
8.	Completes district-wide maintenance projects effectively				
9.	Makes appropriate decisions at level of responsibility				
10.	Communicates thoughts and ideas clearly				
11.	Plans and organizes tasks efficiently				
12.	Assumes responsibility for previously designated tasks				
13.	Performs job tasks according to specific instructions				
14.	Accomplishes tasks when time is a critical factor				
15.	Selectively attends to priority tasks despite distractions				
16.	Adequately estimates the scope of work projects				
17.	Actively strives for job related self improvement				
18.	Uses initiative in identifying and carrying out tasks				
19.	Is punctual and reliable				
20.	Dresses and grooms appropriately				
21.	Maintains confidentiality and loyalty to the organization				
22.	Displays a cooperative attitude				

Comments:

\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
Date

Employee Comments Attached (if necessary)

Signature indicates that we have discussed this report, but does not necessarily indicate agreement.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

# NORTH SANTIAM SCHOOL DISTRICT 29J

## EDUCATIONAL ASSISTANT EVALUATION

General Instructions: This evaluation is based on the educational assistant's success in meeting requirements of the District's Standards of Competent Performance, identified performance goals and job description. Marks made in the "Needs Improvement" column must be addressed in the comments section.

1 = Unacceptable  
Doesn't meet district standards

2 = Needs Improvement  
Occasionally doesn't meet district standards

3 = Satisfactory  
Meets district standards

4 = Excellent  
Exceeds district standards

Name: \_\_\_\_\_

Supervisor: \_\_\_\_\_

		1	2	3	4
1.	Guides independent study of students effectively				
2.	Remains composed and effective while interacting with people in a wide variety of circumstances				
3.	Effectively works with small groups of students to reinforce instruction				
4.	Operates audio-visual/computer equipment efficiently				
5.	Makes appropriate decisions at level of responsibility				
6.	Communicates thoughts and ideas clearly both verbally and in writing				
7.	Plans and organizes tasks efficiently				
8.	Assumes responsibility for previously designated tasks				
9.	Performs job tasks according to specific instructions				
10.	Accomplishes tasks when time is a critical factor				
11.	Selectively attends to priority tasks despite distractions				
12.	Effectively checks notebooks, corrects papers, supervises testing and make up work of students				
13.	Supervises students adequately				
14.	Actively strives for job related self improvement				
15.	Uses initiative in identifying and carrying out tasks				
16.	Is punctual and reliable				
17.	Dresses and grooms appropriately				
18.	Maintains confidentiality and loyalty to the organization				
19.	Displays a cooperative attitude				
20.	Learns and selectively retrieves pertinent information effectively				

Comments:

\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
Date

Employee Comments Attached (if necessary)

Signature indicates that we have discussed this report, but does not necessarily indicate agreement.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

# NORTH SANTIAM SCHOOL DISTRICT 29J

## SPECIAL PROGRAM ASSISTANT EVALUATION

General Instructions: This evaluation is based on the special program assistant's success in meeting requirements of the District's Standards of Competent Performance, identified performance goals and job description. Marks made in the "Needs Improvement" column must be addressed in the comments section.

1 = Unacceptable  
Doesn't meet district standards

2 = Needs Improvement  
Occasionally doesn't meet district standards

3 = Satisfactory  
Meets district standards

4 = Excellent  
Exceeds district standards

Name: \_\_\_\_\_

Supervisor: \_\_\_\_\_

		1	2	3	4
1.	Guides independent study of students effectively				
2.	Remains composed and effective while interacting with people in a wide variety of circumstances				
3.	Effectively works with small groups of students to reinforce instruction				
4.	Operates audio-visual/computer equipment efficiently				
5.	Makes appropriate decisions at level of responsibility				
6.	Communicates thoughts and ideas clearly both verbally and in writing				
7.	Plans and organizes tasks efficiently				
8.	Assumes responsibility for previously designated tasks				
9.	Performs job tasks according to specific instructions				
10.	Accomplishes tasks when time is a critical factor				
11.	Selectively attends to priority tasks despite distractions				
12.	Effectively checks notebooks, corrects papers, supervises testing and make up work of students				
13.	Supervises students adequately				
14.	Actively strives for job related self improvement				
15.	Uses initiative in identifying and carrying out tasks				
16.	Is punctual and reliable				
17.	Dresses and grooms appropriately				
18.	Maintains confidentiality and loyalty to the organization				
19.	Displays a cooperative attitude				
20.	Learns and selectively retrieves pertinent information effectively				

Comments:

\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
Date

Employee Comments Attached (if necessary)

Signature indicates that we have discussed this report, but does not necessarily indicate agreement.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

# NORTH SANTIAM SCHOOL DISTRICT 29J

## VOCATIONAL SPECIALIST EVALUATION

General Instructions: This evaluation is based on the vocational specialist's success in meeting requirements of the District's Standards of Competent Performance, identified performance goals and job description. Marks made in the "Needs Improvement" column must be addressed in the comments section.

1 = Unacceptable  
Doesn't meet district standards

2 = Needs Improvement  
Occasionally doesn't meet district standards

3 = Satisfactory  
Meets district standards

4 = Excellent  
Exceeds district standards

Name: \_\_\_\_\_

Supervisor: \_\_\_\_\_

		1	2	3	4
1.	Guides independent study of students effectively				
2.	Remains composed and effective while interacting with people in a wide variety of circumstances				
3.	Effectively works independently and is self-directed to carry out responsibilities				
4.	Operates audio-visual/computer equipment efficiently				
5.	Makes appropriate decisions at level of responsibility				
6.	Communicates thoughts and ideas clearly both verbally and in writing				
7.	Plans and organizes tasks efficiently				
8.	Assumes responsibility for previously designated tasks				
9.	Performs job tasks according to specific instructions				
10.	Accomplishes tasks when time is a critical factor				
11.	Selectively attends to priority tasks despite distractions				
12.	Effectively implements plans and directions of special program teacher related to the student's program				
13.	Supervises individual or groups of students effectively				
14.	Actively strives for job related self improvement				
15.	Uses initiative in identifying and carrying out tasks				
16.	Is punctual and reliable				
17.	Dresses and grooms appropriately				
18.	Maintains confidentiality and loyalty to the organization				
19.	Displays a cooperative attitude				
20.	Learns and selectively retrieves pertinent information effectively				

Comments:

\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
Date

Employee Comments Attached (if necessary)

Signature indicates that we have discussed this report, but does not necessarily indicate agreement.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

# NORTH SANTIAM SCHOOL DISTRICT 29J

## LIBRARY MEDIA ASSISTANT EVALUTAION

General Instructions: This evaluation is based on the library media assistant's success in meeting requirements of the District's Standards of Competent Performance, identified performance goals and job description. Marks made in the "Needs Improvement" column must be addressed in the comments section.

1 = Unacceptable  
Doesn't meet district standards

2 = Needs Improvement  
Occasionally doesn't meet district standards

3 = Satisfactory  
Meets district standards

4 = Excellent  
Exceeds district standards

Name: \_\_\_\_\_

Supervisor: \_\_\_\_\_

		1	2	3	4
1.	Coordinates use of educational media in classrooms effectively				
2.	Remains composed and effective while interacting with people in a wide variety of circumstances				
3.	Prepares displays and bulletin boards appropriate for library				
4.	Operates audio-visual/computer equipment efficiently				
5.	Makes appropriate decisions at level of responsibility				
6.	Communicates thoughts and ideas clearly both verbally and in writing				
7.	Plans and organizes tasks efficiently				
8.	Assumes responsibility for previously designated tasks				
9.	Performs job tasks according to specific instructions				
10.	Accomplishes tasks when time is a critical factor				
11.	Selectively attends to priority tasks despite distractions				
12.	Maintains files of catalogue cards				
13.	Supervises students adequately				
14.	Actively strives for job related self improvement				
15.	Uses initiative in identifying and carrying out tasks				
16.	Is punctual and reliable				
17.	Dresses and grooms appropriately				
18.	Maintains confidentiality and loyalty to the organization				
19.	Displays a cooperative attitude				
20.	Learns and selectively retrieves pertinent information effectively				
21.	Maintains repair and upkeep of library materials				

Comments:

\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
Date

Employee Comments Attached (if necessary)

Signature indicates that we have discussed this report, but does not necessarily indicate agreement.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

# NORTH SANTIAM SCHOOL DISTRICT 29J

## FOOD SERVICE MANAGER II EVALUATION

General Instructions: This evaluation is based on the food service manager's success in meeting requirements of the District's Standards of Competent Performance, identified performance goals and job description. Marks made in the "Needs Improvement" column must be addressed in the comments section.

1 = Unacceptable Doesn't meet district standards	2 = Needs Improvement Occasionally doesn't meet district standards	3 = Satisfactory Meets district standards	4 = Excellent Exceeds district standards
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Name: \_\_\_\_\_ Supervisor: \_\_\_\_\_

		1	2	3	4
1.	Supervises personnel and students effectively				
2.	Remains composed and effective while interacting with people in a wide variety of circumstances				
3.	Evaluates student workers effectively				
4.	Operates machines and equipment efficiently and safely				
5.	Makes appropriate decisions at level of responsibility				
6.	Communicates thoughts and ideas clearly				
7.	Plans and organizes tasks efficiently				
8.	Assumes responsibility for previously designated tasks				
9.	Maintains high standard of cleanliness in cafeteria				
10.	Accomplishes tasks when time is a critical factor				
11.	Selectively attends to priority tasks despite distractions				
12.	Effectively instructs kitchen staff in safe, proper use of equipment				
13.	Maintains adequate records for National School Lunch Program				
14.	Actively strives for job related self improvement				
15.	Uses initiative in identifying and carrying out tasks				
16.	Is punctual and reliable				
17.	Dresses and grooms appropriately				
18.	Maintains confidentiality and loyalty to the organization				
19.	Displays a cooperative attitude				
20.	Organizes daily work schedules for kitchen staff efficiently				

Comments:

\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
Date

Employee Comments Attached (if necessary)

Signature indicates that we have discussed this report, but does not necessarily indicate agreement.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

# NORTH SANTIAM SCHOOL DISTRICT 29J

## FOOD ASSISTANT I EVALUATION

General Instructions: This evaluation is based on the food assistant's success in meeting requirements of the District's Standards of Competent Performance, identified performance goals and job description. Marks made in the "Needs Improvement" column must be addressed in the comments section.

1 = Unacceptable                      2 = Needs Improvement                      3 = Satisfactory      4 = Excellent  
 Doesn't meet district standards      Occasionally doesn't meet district standards      Meets district standards      Exceeds district standards

Name: \_\_\_\_\_

Supervisor: \_\_\_\_

		1	2	3	4
1.	Operates machines and equipment efficiently and safely				
2.	Makes appropriate decisions at level of responsibility				
3.	Communicates thoughts and ideas clearly				
4.	Plans and organizes tasks efficiently				
5.	Assumes responsibility for previously designated tasks				
6.	Maintains high standard of cleanliness in cafeteria				
7.	Accomplishes tasks when time is a critical factor				
8.	Selectively attends to priority tasks despite distractions				
9.	Actively strives for job related self improvement				
10.	Uses initiative in identifying and carrying out tasks				
11.	Is punctual and reliable				
12.	Dresses and grooms appropriately				
13.	Maintains confidentiality and loyalty to the organization				
14.	Displays a cooperative attitude				
15.	Assures that a supply of clean trays and silverware is available				
16.	Effectively assists in the serving of food				
17.	Disposes of unused food according to established cafeteria procedures				

Comments:

\_\_\_\_\_  
 Supervisor Signature

\_\_\_\_\_  
 Date

Employee Comments Attached (if necessary)

Signature indicates that we have discussed this report, but does not necessarily indicate agreement.

\_\_\_\_\_  
 Employee Signature

\_\_\_\_\_  
 Date

# NORTH SANTIAM SCHOOL DISTRICT 29J

## FOOD ASSISTANT II EVALUATION

General Instructions: This evaluation is based on the food assistant’s success in meeting requirements of the District’s Standards of Competent Performance, identified performance goals and job description. Marks made in the “Needs Improvement” column must be addressed in the comments section.

1 = Unacceptable Doesn’t meet district standards	2 = Needs Improvement Occasionally doesn’t meet district standards	3 = Satisfactory Meets district standards	4 = Excellent Exceeds district standards
---	---	--	---

Name: \_\_\_\_\_ Supervisor: \_\_\_\_\_

		1	2	3	4
1.	Operates machines and equipment efficiently and safely				
2.	Makes appropriate decisions at level of responsibility				
3.	Communicates thoughts and ideas clearly				
4.	Plans and organizes tasks efficiently				
5.	Assumes responsibility for previously designated tasks				
6.	Maintains high standard of cleanliness in cafeteria				
7.	Accomplishes tasks when time is a critical factor				
8.	Selectively attends to priority tasks despite distractions				
9.	Actively strives for job related self improvement				
10.	Uses initiative in identifying and carrying out tasks				
11.	Is punctual and reliable				
12.	Dresses and grooms appropriately				
13.	Maintains confidentiality and loyalty to the organization				
14.	Displays a cooperative attitude				
15.	Effectively assists in the serving of food				
16.	Effectively assists in the preparation of food				

Comments:

\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
Date

Employee Comments Attached (if necessary)

Signature indicates that we have discussed this report, but does not necessarily indicate agreement.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

NORTH SANTIAM DISTRICT 29J  
CLASSIFIED EMPLOYEE PERFORMANCE EVALUATION REPORT

Name \_\_\_\_\_ School/Department \_\_\_\_\_

Title \_\_\_\_\_ Due Date (To Personnel Office) \_\_\_\_\_

General Instructions: This evaluation is based on the employee's job duties and responsibilities, the accomplishment of goals, and the district's standards for the work performed. Use additional pages as needed.

1. In what areas(s) has the employee shown development and growth?
  
2. In what specific areas(s) does the employee need to demonstrate additional development and growth?
  
3. Explain each factor rated as Excellent on the attached Evaluation Report.
  
4. Explain each factor rated as Needs Improvement and/or Unacceptable on the attached Evaluation Report.
  
5. Supervisor's overall evaluation of employee's performance:  
\_\_\_\_\_ Requires Improvement      \_\_\_\_\_ Standard      \_\_\_\_\_ Excellent Performance
  
6. Supervisor's Recommendation:  
\_\_\_\_\_ Continued Employment      \_\_\_\_\_ Plan of Assistance      \_\_\_\_\_ Terminate Employment
  
7. Employee's response, if desired. Use additional pages as needed.

This is to certify that this report has been discussed with me. I understand my signature does not necessarily indicate agreement.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor's Signature

\_\_\_\_\_  
Date

## PLAN OF IMPROVEMENT

It has been determined that the employee's performance needs special attention to improve. The following information outlines specific improvement required and a plan to overcome identified deficiencies.

1. The performance and skills which need attention at this time are:
  
  
  
  
  
  
  
  
  
  
2. Recommendation which may lead to improvement and correction of identified deficiencies.  
(Specific statement of action to be taken to correct deficiencies.)

The above will be accomplished or noticeable improvement achievement achieved on or before the date of \_\_\_\_\_, by which time a review conference will be held. We may, at that time, agree that improvement is satisfactory, set revised or new performance goals leading to further improvement, or it may be determined that sufficient assistance has been provided but that satisfactory progress has not been made. In this instance, dismissal will be recommended.

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Date

(Signature does not necessarily mean agreement, but indicates the report has been read and discussed.)

\_\_\_\_\_  
Supervisor's Signature

\_\_\_\_\_  
Date

Distribution: Personnel File  
Employee  
Supervisor