Stanfield School District 61

Code: **GDN-AR**
Adopted: 11/8/94
Readopted: 4/10/08
Orig. Code(s): GDN-AR

Classified Employee Evaluation

Employee name_____ School/Dept._____

Position_____ Step_____ Hrs/Day_____ Days/Year_____

Dates of evaluation period_____
(Last) Month/Day/Year (Current)Month/Day/Year

Occasion for evaluation ☐ Annual ☐ Semi-annual ☐ Transfer/Resignation

Status ☐ Probationary ☐ Part-time ☐ Regular

Instructions for completing this form: In completing this evaluation, consider this employee in relation to requirements of the position and the district. Any items marked as "Needs Improvement" or "Unsatisfactory" must be accompanied by comment. Also, items marked as "Exceeding Job Requirements" should be explained under comments.

Performance Factors						Comments: (Use back of page if needed)
1. Attendance						1. List examples of excellent performance and/or progress in meeting previously set goals.
2. Knowledge of job skills						
3. Planning and organizing						2. List specific goals for improvement and/or specific examples of unsatisfactory work.
4. Quality/Volume of acceptable work						
5. Follows work rules						
6. Operation/Care equipment						
7. Safety practices						3. Personal goal for additional improvement
8. Cooperation with supervisors						
9. Dependability						
10. Decision making skills						
11. Adjustment to conditions of work						
12. Appearance						
13. Attitude on the job						

Employee's general value to our school system: (Circle one)

Unsatisfactory Needs Improvement Meets Requirements Exceeds Requirements

Evaluation based on observation (Circle one) Close/Daily Frequently Infrequent

The signatures below certify that we have read and discussed the above evaluation.

_____ _____
Supervisor Date Administrator Date

_____ _____
Employee Date Employee has/has not attached a statement