

# Stanfield School District 61

Code: **GDN-AR**  
 Adopted: 11/8/94  
 Readopted: 4/10/08; 4/21/14  
 Orig. Code(s): GDN-AR

## Classified Employee Evaluation

Employee Name \_\_\_\_\_ School/Dept. \_\_\_\_\_

Position \_\_\_\_\_ Hours/Day \_\_\_\_\_ Days/Year \_\_\_\_\_

Dates of evaluation period \_\_\_\_\_  
(Last) MM/DD/YY (Current) MM/DD/YY

**Occasion for evaluation (check one):**    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		Scale:
1. Attendance		5.....Exceeds Requirements 4.....Meets Requirements 3.....Satisfactory 2.....Needs Improvement 1.....Unsatisfactory  Comments: _____ _____ _____ _____ _____ _____ _____ _____ _____ _____ _____
2. Knowledge of job skills		
3. Planning and organizing		
4. Quality/Volume of acceptable work		
5. Follows work rules		
6. Operation/Care equipment		
7. Safety practices		
8. Cooperation with supervisors		
9. Dependability		
10. Decision making skills		
11. Adjustment to conditions of work		
12. Appearance		
13. Attitude on the job		

