



## Classified Employee Performance Review

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

School: \_\_\_\_\_ Date Completed: \_\_\_\_\_

Evaluation Period: \_\_\_\_\_ Classified: <sup>10</sup> Probationary <sup>10</sup> Permanent

**1=Unsatisfactory 2= Needs improvement 3= Meets standards 4= Exceeds Standards**

Performance Indicators:	1	2	3	4
1. <b>Attendance /Punctuality:</b> Attends work regularly and on time.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. <b>Attitude:</b> Uses a professional demeanor in the workplace. Works cooperatively and effectively with staff and the public, in person and on the telephone.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. <b>Teamwork:</b> Works with others to improve work processes and systems.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. <b>Organization:</b> Organizes, sets priorities, plans work, and utilizes time effectively. Follows through with assigned tasks.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. <b>Communication:</b> Writes, speaks, and listens with skill required to perform duties effectively and efficiently.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. <b>Technology:</b> Effectively operates required tools /equipment.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. <b>Professional Growth:</b> Accepts new ideas and /or procedures. Takes additional training /education.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. <b>Productivity:</b> Work product/assignment (end result) reflects high quality. Work product is accurate, reliable, presentable, thorough, and reflects job knowledge.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9. <b>Decision Making:</b> Makes timely and reasonable decisions and takes necessary action even in stressful situations.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10. <b>Safety:</b> Performs job assignment safely, protecting people and property <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11. <b>Flexibility:</b> Performs other jobs related tasks willingly, timely, and effectively.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

<input type="checkbox"/>
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Exceeds Standards/ Areas of strength in job performance during the past year.	
Unsatisfactory/ or Needs to improve in job performance during the coming year.	
Comments:	

**Overall Work Performance Considering 1-11 on the previous page:** *Note: some performance indicators may be “weighted” more than others- this should be taken into consideration in the determination of overall work performance. “Unsatisfactory,” “Needs to Improve,” and Exceeds Standards” ratings require specific explanation in the narrative section.)*

- Unsatisfactory**     **Needs improvement**     **Meets standards**     **Exceeds Standards**

**Next Evaluation:**

- One year     Two year     Three Year     Other\_\_\_\_\_

\_\_\_\_\_  
Evaluator Name

\_\_\_\_\_  
Evaluator Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Employee Name

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

\_\_\_\_\_  
Date

*Note: Signature of employee indicates the performance Review was discussed with the reviewer and does not necessarily indicate agreement on the part of*

*the employee. If the employee disagrees with the above review, he/she may submit a written statement to the Dunham School Board or Superintendent. The employee statement will be attached to the Performance review and placed in the employee's personnel file.*