



Classified Employee Performance Review

Name: _____ Position: _____

School: _____ Date Completed: _____

Evaluation Period: _____ Classified: Probationary Permanent

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

Performance Indicators:	1	2	3	4
1. Attendance /Punctuality: Attends work regularly and on time.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Attitude: 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. Teamwork: Works with others to improve work processes and systems.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Organization: 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. Communication: 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. Technology: Effectively operates required tools /equipment.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. Professional Growth: Accepts new ideas and /or procedures. Takes additional training /education.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. Productivity: 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. Decision Making: 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. Safety: Performs job assignment safely, protecting people and property <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11. Flexibility: Performs other jobs related tasks willingly, timely, and effectively.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

<input type="checkbox"/>

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.