

San Marino Unified School District

Classified Employee Evaluation

Name _____

Job Title _____

Assignment (School or Department) _____

	A	B	C	D	E
Quality of Work Accuracy and Neatness	Needs Improvement <input type="checkbox"/>	Not entirely acceptable <input type="checkbox"/>	Acceptable accuracy and neatness <input type="checkbox"/>	Very neat and accurate <input type="checkbox"/>	Exceptionally neat and accurate <input type="checkbox"/>
Quantity of Work Volume of work produced consistently	Needs Improvement <input type="checkbox"/>	Limited: does just enough to get by <input type="checkbox"/>	Average output <input type="checkbox"/>	Above average producer <input type="checkbox"/>	Exceptional output <input type="checkbox"/>
Initiative Originality and resourcefulness	Needs Improvement <input type="checkbox"/>	Routine Worker <input type="checkbox"/>	Occasionally shows initiative <input type="checkbox"/>	Better than average <input type="checkbox"/>	Outstanding <input type="checkbox"/>
Accepts Responsibility Amount of supervision required and application to work	Needs Improvement <input type="checkbox"/>	Needs frequent Supervision <input type="checkbox"/>	Generally reliable and attentive to work: follows instruction carefully <input type="checkbox"/>	Very reliable, conscientious; needs little supervision <input type="checkbox"/>	Extremely reliable and industrious <input type="checkbox"/>
Relationships, Communication, and Professionalism Develops effective working relationships. Represents District values in relationships, communication, and professionalism with all stakeholders	Needs Improvement <input type="checkbox"/>	Limited <input type="checkbox"/>	Acceptable <input type="checkbox"/>	Above average <input type="checkbox"/>	Exceptional <input type="checkbox"/>
Safety/Sanitation Follows safety/sanitation guidelines. Maintains and promotes a safe/sanitary work environment	Needs Improvement <input type="checkbox"/>	Limited <input type="checkbox"/>	Acceptable <input type="checkbox"/>	Above average <input type="checkbox"/>	Exceptional <input type="checkbox"/>
Attendance and Punctuality	Unacceptable <input type="checkbox"/>	Needs Improvement <input type="checkbox"/>	Acceptable <input type="checkbox"/>	Above Average <input type="checkbox"/>	Exceptional <input type="checkbox"/>

1. Record job strengths and superior performance:

2. Record specific work performance deficiencies or job behavior requiring improvement or correction:

3. Record specific goals or improvement programs to be undertaken during the next evaluation period:

4. Record progress achieved in attaining previously set goals or improvement programs:

Other Comments:

Overall Rating: Unsatisfactory Satisfactory Above Average Excellent

For Probationary Employees ONLY:

I DO I DO NOT recommend this employee be granted permanent status

Evaluator (please print): _____ Date _____

Evaluator's Signature: _____ Date _____

This evaluation has been discussed with me in conference with the evaluator. I have the right to respond in writing within ten (10) working days and my response will be appended and filed with this evaluation. *My signature does not necessarily signify agreement.*

Employee (please print): _____ Date _____

Signature of Employee: _____ Date _____

Employee Comments: