

Tulare County Office of Education Classified Personnel Evaluation Form

Name _____ Classification _____ SS# _____

Work Location _____ Permanent

Name of Supervisor _____ Probationary 5th Month 9th Month

Performance Dimensions. Check the phrases in each column that most nearly describe the employee's performance over the period covered by this evaluation.

1. QUALITY OF WORK consists of the productivity and accuracy with which duties are performed.

A. NEATNESS/ACCURACY

- Work was presentable and accurate.
- Work was acceptable; occasional mistakes were made.
- Work was often unpresentable and contained numerous errors.

B. PRODUCTIVITY

- Made effective use of time; met deadlines.
- Usually made good use of time; met most deadlines.
- Made poor use of time; frequently missed deadlines.

C. JOB DESCRIPTION

- Tasks performed met the guidelines of the job description.
- Tasks performed sometimes met the guidelines of the job description.
- Tasks performed seldom met the guidelines of the job description.

Comments: _____

2. JOB KNOWLEDGE consists of job information, application of efficient methods, and skills the employee has for satisfactory performance.

A. JOB INFORMATION

- Major phases of job understood.
- Knowledge of some phases of the job was incomplete.
- Knowledge about key aspects of the job was inadequate.

B. METHODS

- Methods used were effective and efficient.
- Some methods were ineffective and not completed in a timely fashion.
- Methods used were ineffective and/or inefficient.

C. SKILLS

- Required skills were strong.
- Some skills needed improvement.
- Needed skills were absent or below an acceptable level.

Comments: _____

3. ATTENDANCE AND PUNCTUALITY consists of being at work on time.

A. ATTENDANCE

- Attendance was satisfactory; _____ absences
- Extensive absences were due to _____
- Absences were excessive; _____ absences

B. PUNCTUALITY

- Reported to work on time
- Usually on time
- Frequently tardy

C. ADHERENCE TO WORK SCHEDULE

- Always follows established work schedule.
- Occasionally extends work break or leaves work early.
- Frequently extends work breaks or leaves work early.

Comments: _____

4. WORK CHARACTERISTICS are initiative and resourcefulness, adaptability and attitude, and ability to prioritize.

A. INITIATIVE AND RESOURCEFULNESS

- Needs were identified and problems were solved independently; was a self-starter.
- Employee usually initiated required action and solved problems independently.
- Needs were overlooked or not seen by employee; assistance was required to solve problems.

B. ADAPTABILITY

- Accepted new ideas readily; was flexible in making changes; dealt with stress in a positive manner.
- Adapted to change, but with some reservations; sometimes unable to deal with stressful situations in a positive manner.
- Refused to accept new ideas and changes readily. Stressful situations or change were met with tension, loss of poise, or other ineffective behavior.

C. ATTITUDE

- Positive feeling about work was presented to others.
- Positive attitude typically displayed.
- Negative or hostile attitude displayed; dissatisfaction with, or open dislike for job apparent.

D. PRIORITIZING

- Prioritized so that changing demands were met.
- Prioritizing occasionally neglected, resulting in important tasks not being completed.
- Prioritizing ineffective, frequently resulting in assigned tasks not being completed.

Comments: _____

5. WORKING RELATIONSHIPS are the courtesy and tact, discretion, effective communication and positive relationships that an employee displays at work.

A. COURTESY AND TACT

- Courtesy and tact were demonstrated.
- Courtesy and tact were usually displayed.
- Behavior often seen as tactless or discourteous; difficult to deal with.

B. DISCRETION

- There were no known violations of job related confidentiality, nor other inappropriate discussion of job matters.
- There were some violations of confidentiality.
- There was evidence that confidentiality was not observed.

C. ORAL COMMUNICATION

- Communicated effectively orally, attention to other speaker was apparent.
- Oral and listening skills usually effective.
- Talked too much or not enough to get the job done effectively; poor listening skills.

D. RELATIONSHIP WITH CO-WORKERS

- Willing to help co-workers without being requested; demonstrated ability to work as a positive team member.
- Willing to help co-workers only if requested.
- Unwilling or unable to help co-workers; not an effective team member.

E. RELATIONSHIP WITH SUPERVISOR

- Readily accepted constructive criticism and suggestions of supervisor.
- Usually accepted constructive criticism and most suggestions of supervisor.
- Did not accept constructive criticism or suggestions of supervisor; was argumentative.

Comments: _____

6. DEPENDABILITY is getting required work done with a minimum of supervision following oral and/or written instructions.

A. SUPERVISION REQUIRED

- Minimum supervision was required.
- Supervision was occasionally required to ensure that work was completed.
- Supervision was required in order to get assigned work done.

B. FOLLOWING ORAL AND WRITTEN INSTRUCTIONS

- Instructions were followed; employee typically needed instructions only once.
- Instructions were followed with some errors; repeating of instructions was necessary.
- Instructions were frequently not followed and/or needed to be repeated frequently.

Comments: _____

7. PERSONAL APPEARANCE consists of the personal appearance of the employee, as well as their work station.

- Employee was well groomed and dressed appropriately for the work place.
- Employee was usually well groomed; at times dressed inappropriately for the work place.
- Employee exhibited grooming problems and/or dressed inappropriately for the work place.

Comments: _____

8. WORKSTATION EFFICIENCY consists of orderliness and organization of the workstation for ultimate efficiency.

- Work station was always orderly and organized for efficiency.
- Some untidiness and disorganization evident which has resulted in some inefficiency.
- Work station usually appeared untidy and disorganized which has led to inefficiency.

Comments: _____

9. USE OF EQUIPMENT is the correct operation and maintenance of equipment expected of employee.

(Note: Evaluator may wish to indicate kinds of equipment.)

- Employee displayed appropriate knowledge of use and maintenance of equipment.
- Better judgment and knowledge was needed in using equipment.
- Assigned equipment was used carelessly or inappropriately.

Comments: _____

10. SAFETY PRACTICES

- Safe working procedures were followed, potential hazards were corrected; had accident-free history.
- Generally followed safe working procedures.
- Did not follow safe working procedures; occasionally took potentially unsafe shortcuts.

11. SANITATION *(for Custodial & S.H. Instructional Aide positions):*

- | | | | |
|--|---|--|---|
| <input type="checkbox"/> Used approved sanitation procedures; spotted unsanitary conditions and sought to correct. | <input type="checkbox"/> Sanitation was at acceptable level; expected amount of care was taken. | <input type="checkbox"/> Sanitation practices and procedures were not followed at an acceptable level. | <input type="checkbox"/> NOT APPLICABLE |
|--|---|--|---|

Comments: _____

12. FOR INSTRUCTIONAL AIDES:

- | | | | |
|--|---|---|---|
| A. LEARNING ENVIRONMENT | B. MOTIVATION | C. STUDENT CONTROL | <input type="checkbox"/> NOT APPLICABLE |
| <input type="checkbox"/> Worked well with students individually and in small groups to meet their needs. | <input type="checkbox"/> Used positive reinforcements with students; motivated and encouraged students to achieve. | <input type="checkbox"/> Demonstrated consistency in assisting the teacher to maintain and control classroom behavior. | |
| <input type="checkbox"/> Worked well with some students to meet their needs. | <input type="checkbox"/> At times used positive reinforcement with students; inconsistent in encouragement of students. | <input type="checkbox"/> Demonstrated some ability to assist teacher to maintain and control classroom behavior, but waited for teacher to direct before taking action. | |
| <input type="checkbox"/> Did not work well with students. | <input type="checkbox"/> Little or no use of positive reinforcement or encouragement to succeed. | <input type="checkbox"/> Was not able to maintain and control classroom behavior. | |

Comments: _____

OVERALL EMPLOYEE RATING SUMMARY: This general rating is one which best describes the overall performance of the employee.

- At this time, the overall performance has been acceptable and meets the standards and requirements of Tulare County Office of Education.
- At this time, the performance needs improvement and is deficient in meeting the standards and requirements of Tulare County Office of Education. This employee exhibits potential for improvement. Improvement must be demonstrated by _____ in order for continued employment to be recommended. A specific plan for improvement is attached.
- This employee is not meeting the required standards of Tulare County Office of Education and is not recommended for continued employment.

RECOMMENDATIONS AND COMMENDATIONS: (Include explanation of any rating other than the first or second boxes selected in any category. Use additional page, if necessary.)

EMPLOYEE COMMENTS:

A signature on this performance appraisal does not mean that the employee agrees with the opinions expressed, but merely indicates that the employee has read the performance appraisal and has been given the opportunity to discuss, comment and react by written response.

Signature of Employee: _____ Date: _____

Signature of Evaluator: _____ Date: _____

EMPLOYEE IMPROVEMENT PLAN

Employee Name: _____

Supervisor: _____

Determination of Objectives Date: _____

Evaluation Conference Date: _____

OBJECTIVE	ACTIVITIES	TIMELINESS	ASSESSMENT TECHNIQUE TO BE UTILIZED	DEGREE OF ACHIEVEMENT
Evaluatee Comments:				
Evaluator Comments:				

Signature of Evaluatee

Date

Signature of Evaluator

Date