

MILLARD SCHOOL DISTRICT

CLASSIFIED EMPLOYEE EVALUATION AND IMPROVEMENT REPORT

Employee: _____

Evaluation Year: _____

School: _____

- First (prior to 1/15____ prior to 4/1____)
- Second
- Third
- Every Third Year

Evaluation Date: _____

Position: _____

WORK SKILLS AND HABITS	N/A	1	2	3	4	Comments/Recommendations:
Performs duties in an acceptable manner.						
Observes work hours/attendance.						
Practices safe work habits.						
Uses time efficiently.						
Demonstrates knowledge of work.						
Organizes work and assignments effectively. . .						
Accepts accountability for job.						
Operates and cares for equipment.						
Demonstrates initiative.						
Follows policies and procedures.						
INTERPERSONAL SKILLS	N/A	1	2	3	4	Comments/Recommendations:
Interacts with staff, students, and patrons.						
Works well with coworkers.						
Reasonable personal appearance and grooming.						
ADAPTABILITY	N/A	1	2	3	4	Comments/Recommendations:
Demonstrates good judgment/makes reasonable decisions.						
Adapts well to change/is flexible.						

Rating Scale

- N/A = Not Applicable
- 1 = Unsatisfactory
- 2 = Needs Improvement
- 3 = Satisfactory
- 4 = Exceeds Expectations

See Classified Employee Evaluation and Improvement Report – Rating/Instructions for rating descriptions.

JOB COMMITMENT	N/A	1	2	3	4	Comments/Recommendations:
Performs duties willingly.						
Accepts suggestions and follows directions.						
SUPERVISORY <i>For classified employees with supervisory responsibilities.</i>	N/A	1	2	3	4	Comments/Recommendations:
Practices good public relations.						
Practices positive leadership skills.						
Demonstrates ability to plan and organize work of others.						
Provides training and instruction.						
Practices efficiency and economy in operating procedures.						

This evaluation represents my best judgment of the employee's performance. I hereby recommend:

1. Employee be commended for doing an outstanding job.
2. Employee be retained.
3. Employee be placed on a Corrective Action Plan

Supervisor/Principal Signature

Date

Employee signature verifies receipt and discussion of evaluation. Signature does not imply agreement or approval of evaluation findings.

Employee Signature

Date

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