

# East Allen County Schools

## Classified Employee Evaluation

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

Location \_\_\_\_\_

Position \_\_\_\_\_

Date \_\_\_\_\_

Directions: When scoring a criteria with ineffective or highly effective rating, the supervisor must include reasoning in the notes section.

<b>Ineffective:</b> Employee not meeting agreed upon expectations	Score 1
<b>Needs Improvement:</b> Employee sometime performs at an acceptable level but is not consistent and needs improvement to meet expectations	Score 2
<b>Effective:</b> Employee is successful in meeting agreed upon expectations	Score 3
<b>Highly Effective:</b> Employee is highly successful in exceeding agreed upon expectations	Score 4

<b>1. Quality of Work</b> -Work is accurate, thorough, neat, and completed in a timely manner.	
Notes:	
<b>2. Quantity of Work</b> -Effectively produces work in accordance with job description and the district, department, and building needs.	
Notes:	
<b>3. Job Knowledge</b> -Demonstrates knowledge of job duties and their purpose.	
Notes:	
<b>4. Job Skills</b> -Demonstrates skill in job performance, requiring minimal direction.	
Notes:	
<b>5. Flexibility and Adaptability</b> -Learns new tasks and assignments willingly, Handles situations appropriately as they arise, even under stress.	
Notes:	

<p><b>6. Initiative</b>-Seeks new or additional assignments when appropriate or necessary. Involved in solving problems and offers constructive solutions.</p>	
<p>Notes:</p>	
<p><b>7. Judgement and Decision Making</b>-Uses good judgment and makes appropriate decisions.</p>	
<p>Notes:</p>	
<p><b>8. Organization</b>-Tasks are organized, prioritized, and planned out. Materials, equipment, and work area are clean, organized, and ready.</p>	
<p>Notes:</p>	
<p><b>9. Efficiency</b>-Tasks are organized and completed efficiently. Materials are organized and used efficiently.</p>	
<p>Notes:</p>	
<p><b>10. Care of Operation and Equipment</b>-Properly maintains and operates equipment.</p>	
<p>Notes:</p>	
<p><b>11. Safety</b>-Follows safety guidelines. Maintains and promotes a safe work environment.</p>	
<p>Notes:</p>	
<p><b>12. Compliance</b>-Has adequate knowledge of and adheres to district, department, and building policies and regulations, including appropriate recordkeeping and documentation.</p>	
<p>Notes:</p>	
<p><b>13. Attendance</b>-Attends work and leaves at appropriate times. Complies with district, department, and building processes and procedures around the use of leaves.</p>	
<p>Notes:</p>	
<p><b>14. Punctuality</b>-Arrives for work and work appointments on time.</p>	

Notes:

15. **Appearance**-Appearance and attire is professional and appropriate for the work place.

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Notes:

16. **Relationships, Communication, and Professionalism**-Develops effective working relationships representing district values in communication and professionalism.

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Notes:

Total Score	
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Circle Final Rating

Ineffective 1-16	Needs Improvement 17-32	Effective 33-48	Highly Effective 49-64
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I have met with my evaluator to discuss the information on this form and have received a copy.

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

I have met with this employee to discuss the information on this form and have provided a copy.

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