

**SITKA SCHOOL DISTRICT
CLASSIFIED EMPLOYEE EVALUATION**

- Probationary Evaluation (Twice in 1st 90 days)
 Annual Evaluation (Once by March 15)

Date:
 Dept/School: ***Click for Choice***

Employee's Name:
 Position:

Evaluation Period
 through

JOB KNOWLEDGE: Possesses information and understanding of responsibility expected of the job as stated in the job description.

*1 <input type="checkbox"/>	*2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	5 <input type="checkbox"/>
Insufficient for the discharge of normal duties	Lacks some required knowledge	Satisfies job requirements	Very well informed on all phases of work	Extraordinary job knowledge beyond level necessary in this position

Comment:

JOB PERFORMANCE: The amount of regularly completed work consistent with job expectations.

*1 <input type="checkbox"/>	*2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	5 <input type="checkbox"/>
Work output is unsatisfactory	In some respects below job requirements	Satisfies job requirements	More than satisfies job requirements	Extraordinary effort in meeting job requirements

Comment:

QUALITY: The extent to which specific responsibilities meet quality expected.

*1 <input type="checkbox"/>	*2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	5 <input type="checkbox"/>
Does not meet minimum expected	In some respects below job requirements	Satisfies job requirements	Work done very well	Extraordinary accuracy and thoroughness

Comment:

JOB ATTITUDE: Amount of interest shown in work.

*1 <input type="checkbox"/>	*2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	5 <input type="checkbox"/>
Shows very little interest toward work	Frequently disinterested toward work	Normal interest in work	Considerable interest shown in work	Exceptionally interested & enthusiastic about work

Comment:

DEPENDABILITY: The extent to which employee remains on task, cares for property, and carries out instructions.

*1 <input type="checkbox"/>	*2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	5 <input type="checkbox"/>
Requires constant supervision, is unreliable	Requires frequent supervision	Usually depend-able with or without supervision	Requires minimum supervision, is reliable	Exceptionally conscientious and reliable

Comment:

INITIATIVE/MOTIVATION: The self-motivation to achieve job expectations.				
*1 <input type="checkbox"/>	*2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	5 <input type="checkbox"/>
Requires detailed instruction and supervision	Seldom perceives need for starting independent action	Occasionally notes a need for & starts independent action	Frequently notes a need for & starts independent action	Often originates well thought-out action & pursues job growth
Comment:				

STABILITY: The ability to withstand pressure and to remain calm in crisis situations.				
*1 <input type="checkbox"/>	*2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	5 <input type="checkbox"/>
Excessively overreacts under pressure	Is easily irritated under pressure	Has tolerance for crises, usually remains calm	Performs effectively under pressure	highly successful at solving crises
Comment:				

FLEXIBILITY: The ability to handle change productively.				
*1 <input type="checkbox"/>	*2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	5 <input type="checkbox"/>
Extremely resistant to change	Has difficulty adapting to change	Accepts change readily and performs effectively	Very Adaptable to change	Highly adaptable to change
Comment:				

COURTESY: The politeness and cooperation given other people.				
*1 <input type="checkbox"/>	*2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	5 <input type="checkbox"/>
Blunt, discourteous, antagonistic	Sometimes tactless	Agreeable and pleasant	Always very polite and willing to help	Inspiring to others in being very pleasant
Comment:				

COMMUNICATION SKILLS: Ability to communicate with pupils, peers, parents, and public.				
*1 <input type="checkbox"/>	*2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	5 <input type="checkbox"/>
Fails to understand, follow or effectively relay written or verbal communications	Has difficulty understanding, following or effectively relaying written or verbal communications	Understands, follows & effectively relays written or verbal communications	Very conscientious & reliable with written & verbal communication	Extremely creative with written & verbal communication & compensates for others' lack in communication skills
Comment:				

CONFIDENTIALITY: Maintains confidentiality regarding school related matters and people.	
*1 <input type="checkbox"/>	3+ <input type="checkbox"/>
Sometimes lacks confidentiality with school related issues and people	Satisfies the confidentiality requirement for school related issues and people
Comment:	

PHYSICAL FITNESS: Varies by each position's job description.	
*1 <input type="checkbox"/> Does not satisfactorily meet the physical requirements/ environmental conditions in the job description	3+ <input type="checkbox"/> Satisfies the physical requirements/environmental conditions in the job description
Comment:	

ATTENDANCE: Dependability in coming to work daily and conforming to work hours.	
*1 <input type="checkbox"/> Does not satisfy attendance and/or punctuality expectations	3+ <input type="checkbox"/> Satisfies attendance and/or punctuality expectations
Comment:	

* If marked, comment is required in RECOMMENDATION FOR IMPROVEMENT below.

AREAS OF STRENGTH:

RECOMMENDATIONS FOR IMPROVEMENT:

EVALUATOR'S SIGNATURE: _____ **DATE:** _____

EMPLOYEE COMMENTS: (optional)

(Attach separate sheet if more space is needed.)

I understand that I have the option to study and prepare a response to this evaluation, and that my response will become part of this evaluation. The response must be submitted within five work days. I also understand that my signature below does not necessarily mean that I agree with the evaluation, but that I have read and had the opportunity to discuss this evaluation of my work with my supervisor.

EMPLOYEE'S SIGNATURE: _____ **DATE:** _____