

Classified Employee Evaluation

The Colusa Unified School District Classified Employee Evaluation process is based on the premise that all employees have a commitment and responsibility to continued growth and improvement. The purpose of the evaluation is to support employees in improving job performance, skill, and expertise through a systematic and constructive evaluation process.

The process also provides an opportunity to celebrate, discuss the employee's strengths, accomplishments and potential advancement within the District. It is essential to our process's commitment to a cycle of continuous improvement that provides every employee an opportunity to engaging in honest assessment of their strengths and areas for growth as we strive to provide exemplary service to our students and school community.

PERFORMANCE EVALUATION RATINGS

RATING	DEFINITION
Exemplary	Employee regularly exceeds expectations in a manner that is worthy of following as an example.
Effective	Employee fulfills duties and/or responsibilities in an efficient and effective manner
Area for Growth	An area of development and improvement in the employee's job performance, skill or expertise.
N/A	The indicator is not applicable.

Classified Employee Evaluation

Date:

Employee Name:		Employee No:	
Location/Department:			
Position Title:			

Evaluation Standards	Exemplary	Effective	Area of Growth	Non Applicable
1. Quality and Quantity of Work – Work is accurate, thorough, neat, and completed in a timely manner.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Job Knowledge and Skills – Demonstrates knowledge and skills of job duties and their purpose.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Flexibility, Adaptability and Initiative – Seeks and/or Learns new tasks and assignments when time permits Handles situations appropriately as they arise.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Judgment and Decision Making – Uses good judgment and makes appropriate decisions.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Organization and Efficiency – Tasks are organized and prioritized. Materials, equipment, and work area are clean and organized.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Care and Operation of Equipment – Properly maintains and operates equipment.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. Safety – Follows safety guidelines. Maintains and promotes a safe work environment.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. Attendance and Punctuality – Attends work and leaves at appropriate times. Complies with district, department, and building processes and procedures around the use of leaves.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9. Professionalism and Relationships – Develops and maintains effective working relationships with all colleagues, students and the public. Uses positive and appropriate communication while representing District and Board values.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Employee major strengths and accomplishments during the evaluation period.

Employee areas of continual growth.

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SIGNATURES	
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Name of Employee (Printed)	
Employee's Signature	Date
Supervisor's Signature	Date