

**San Pasqual Valley Unified School District
PERFORMANCE EVALUATION FOR CLASSIFIED EMPLOYEES**

EMPLOYEE _____ DATE _____

CLASSIFICATION _____ PROBATIONARY: 3 Months _____ 5 Months _____

DEPARTMENT OR SCHOOL _____ ANNUAL _____ SPECIAL _____

SECTION A:

Performance Standards

Immediate Supervisor: Please check each factor in the appropriate column.	1	2	3
	Above Standard	Standard	Below Standard

	1	2	3
1. OBSERVANCE OF WORK HOURS			
2. GENERAL ATTENDANCE PATTERN			
3. COMPLIANCE WITH RULES			
4. ATTITUDE			
5. PUBLIC RELATIONS			
6. PUPIL RELATIONS			
7. EMPLOYEE CONTACTS			
8. KNOWLEDGE OF WORK			
9. JUDGEMENT			
10. ORGANIZATION			
11. JOB SKILL LEVEL			
12. QUALITY OF WORK			
13. VOLUME OF ACCEPTABLE WORK			
14. MEETING DEADLINES			
15. ACCEPTS RESPONSIBILITY			
16. ACCEPTS DIRECTION			
17. ACCEPTS CHANGE			
18. APPEARANCE OF WORK STATION			
19. OPERATION/CARE OF EQUIPMENT			
20. SAFETY PRACTICES			
21. INITIATIVE			
22. PERSONAL APPEARANCE			
23. COOPERATION			

Explanation in Section C is required for Below Standard

SECTION B: COMMENDATIONS/REMARKS

SECTION C: RECOMMENDATIONS

Attach additional pages if needed

SECTION D: DEVELOPMENT PLAN

Attach additional pages if needed

SECTION E: Summary Evaluation – Check overall performance

Above Standard _____
 Standard _____
 Below Standard _____

PROBATIONARY EMPLOYEES:
 Recommend for permanent status: Yes No

Signature of Evaluator _____ Date _____

Reviewed By _____ Date _____

Employee's Signature _____ Date _____

Employee's Signature _____ Date _____
 [Acknowledges receipt only]

A copy of this document will be placed in your personnel file within (10) calendar days. Within that ten day period, you have the right to attach a statement to this document for placement in your personnel file.