

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

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

Classification \_\_\_\_\_ Probationary: 3 Months \_\_\_\_\_ 6 Months \_\_\_\_\_ Final \_\_\_\_\_

Department or School \_\_\_\_\_ Annual \_\_\_\_\_

**SECTION A: Performance Standards**

	1	2	3
<b>Immediate Supervisor:</b> (Please check each factor in the appropriate column)	<b>Meets Expectations</b>	<b>Meets Expectations with Support</b>	<b>Does not meet Expectations</b>

	1	2	3
1. Punctuality			
2. General Attendance Pattern			
3. Compliance With Rules & Regulations			
4. Attitude & Interpersonal Relations			
5. Public Relations			
6. Pupil Interactions			
7. Employee Contacts			
8. Knowledge Of Work			
9. Judgment			
10. Organizational Skills			
11. Job Skill Level			
12. Quality Of Work			
13. Volume Of Acceptable Work			
14. Meeting Deadlines			
15. Accepts Responsibility			
16. Accepts Direction			
17. Flexibility			
18. Appearance Of Work Station			
19. Operation /Care Of Equipment			
20. Safety Practices			
21. Initiative			
22. Personal Appearance			

**SECTION B: Commendations/Remarks**

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**SECTION C: Recommendations** (Explanation in section C is required for items marked on Col 3)

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**Attach additional pages if needed.**

**SECTION D: Development Plan** (For items marked on Col 3)

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**Attach additional pages if needed.**

**PROBATIONARY EMPLOYEES:**

To be completed at final evaluation  
 Recommend for permanent status: Yes  No

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

\_\_\_\_\_  
 Reviewed By Date

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

I agree and will not attach a statement

I do not agree and will attach a statement

**A copy of this document will be placed in your personnel file within (20) Calendar days. Within that 20-day period, you have the right to attach a statement to this document for placement in your personnel file.**