

# ALISAL UNION SCHOOL DISTRICT CLASSIFIED PERSONNEL PERFORMANCE EVALUATION

The purpose of evaluation is to recognize and document the high quality of work being accomplished by an employee. Specifically, outstanding job performance is to be documented. The evaluation process is to be utilized as a formal method to communicate to a unit member regarding the performance of their job duties. In addition, the formal evaluation process enables a supervisor to assist an employee whose job performance is unsatisfactory.

## INSTRUCTIONS FOR PREPARING PERFORMANCE EVALUATIONS

### **THE ENTIRE EVALUATION PROCESS SHALL BE HANDLED WITH CONFIDENTIALITY.**

1. An evaluation shall be completed as follows:
  - A. Evaluations for permanent employees shall be conducted annually.
  - B. New employees shall serve a 6-month or 130 days of paid service, whichever is longer; probationary period and shall be evaluated at least once during the 6-month or 130 days of paid service probationary period and annually thereafter. Six months is defined as 130 work days.
  - C. Employees who change classifications shall serve a 6-month probationary period and shall be evaluated at least once during the 6-month probationary period and annually thereafter. Six months is defined as 120 work days.
2. Immediate Supervisor:
  - A. The evaluation shall be completed by the employee's immediate supervisor. The immediate supervisor is defined as the supervisor(s) who oversees, reviews or checks the work of the employee.
3. In reporting employee performance:
  - A. The supervisor places a check mark (✓) in one of the columns opposite the factor being reported to indicate whether the employee's performance is Outstanding, Competent, Needs to Improve or Unsatisfactory. The Not Applicable column is provided for those factors that do not apply to the position.
  - B. The supervisor is REQUIRED to write a Performance Assistance Plan for any area rated Unsatisfactory to assist the employee in improving quality of work.
  - C. The supervisor is REQUIRED to include comments in support of work qualities rated Outstanding.
  - D. The supervisor MAY add and check Other Factors that are pertinent and positive to this evaluation.
4. The supervisor is REQUIRED to:
  - A. Hold a conference with each employee for whom a Performance Evaluation or Performance Assistance Plan is completed and explain and discuss the content of the evaluation instrument.
  - B. Sign the performance evaluation and obtain the signature of the employee during the evaluation conference. The signature of the employee only acknowledges that a conference has taken place and the employee has discussed this evaluation with their immediate supervisor. The employee's signature does not necessarily indicate agreement with the conclusions of the immediate supervisor.
  - C. Retain a copy and maintain confidentiality. Add no additional comments or ratings to the original evaluation after the employee has signed it.
  - D. **Give a copy of the original signed evaluation to the employee at the conclusion of the conference.**
  - E. Return original copy to the Human Resources Division in a sealed envelope marked "CONFIDENTIAL."

## PERFORMANCE RATINGS

Outstanding.....	Employee's performance is superior, significantly exceeding job requirements.
Competent.....	Employee's performance clearly and consistently meets standards.
Needs to Improve.....	Employee should concentrate on effort to bring performance up to work standards. This is not to be construed as a notice of unsatisfactory service nor as a disciplinary action.
Unsatisfactory .....	Employee's performance is unsatisfactory and definitely not up to standard. An Employee Assistance Plan must be developed.
Not Applicable .....	Factor does not apply to this position.

# ALISAL UNION SCHOOL DISTRICT CLASSIFIED PERSONNEL PERFORMANCE EVALUATION

Please read the instructions for Preparing Classified Personnel Performance Evaluation before completing this form.

Outstanding.....	Employee's performance is superior, significantly exceeding job requirements.
Competent.....	Employee's performance clearly and consistently meets standards.
Needs to Improve....	Employee should concentrate on effort to bring performance up to work standards. This is not to be construed as a notice of unsatisfactory service nor as a disciplinary action.
Unsatisfactory.....	Employee's performance is unsatisfactory and definitely not up to standard. Specific explanation must be made on report.
Not Applicable.....	Factor does not apply to this position.

**EMPLOYEE** \_\_\_\_\_

**JOB TITLE** \_\_\_\_\_

**WORK SITE** \_\_\_\_\_

**Probationary**       **Annual**

**RATING PERIOD FROM:** \_\_\_\_\_

**TO:** \_\_\_\_\_

**SECTION I: PERFORMANCE FACTORS**

<b>A. QUALITY OF WORK</b>	Out-standing	Competent	Needs to Improve	Unsatis-factory	Not Applicable
1. Performs duties accurately					
2. Performs duties completely					
3. Performs duties neatly					
<b>B. QUANTITY OF WORK</b>	Out-standing	Competent	Needs to Improve	Unsatis-factory	Not Applicable
4. Completes required tasks in a reasonable amount of time					
Comments on Quality and Quantity of Work					
<b>C. WORK HABITS AND BEHAVIOR</b>	Out-standing	Competent	Needs to Improve	Unsatis-factory	Not Applicable
5. Plans, organizes and prioritizes effectively					
6. Demonstrates initiative					
7. Uses materials and equipment efficiently					
8. Exhibits good safety habits					
9. Demonstrates thorough knowledge of present job responsibilities					
10. Complies with District policies, regulations and procedures					
11. Demonstrates adaptability and flexibility in new work situations					
12. Willingly accepts tasks that will require a degree of responsibility					
13. Demonstrates willingness to accept suggestions and/or direction in the performance of tasks					
14. Demonstrates good judgment in the performance of work					
15. Demonstrates an interest in work					
Comments on Work Habits and Behavior					
<b>D. PUNCTUALITY</b>	Out-standing	Competent	Needs to Improve	Unsatis-factory	Not Applicable
16. Complies with assigned working schedule					
17. Maintains good attendance record					
18. Contacts supervisor at earliest opportunity if absence or tardiness is unavoidable					

**CLASSIFIED PERSONNEL PERFORMANCE EVALUATION**

**SECTION I: PERFORMANCE FACTORS (continued)**

<b>E. DEPENDABILITY</b>	Out-standing	Competent	Needs to Improve	Unsatis-factory	Not Applicable
19. Works effectively in absence of supervisor					
20. Exercises independent judgment appropriately and effectively					
21. Maintains confidentiality					
22. Responds appropriately in emergency situations					
23. Follows written and oral directions					

Comments on Punctuality and Dependability

<b>F. PERSONAL RELATIONS</b>	Out-standing	Competent	Needs to Improve	Unsatis-factory	Not Applicable
24. Demonstrates courtesy and cooperation					
25. Works effectively with students, community and fellow employees					
26. Demonstrates tactfulness					

<b>G. PERSONAL QUALITIES</b>	Out-standing	Competent	Needs to Improve	Unsatis-factory	Not Applicable
27. Exhibits an appropriate appearance					
28. Shows interest in self-improvement					

Comments on Personal Relations and Personal Qualities

<b>H. OTHER FACTORS (PERTINENT AND POSITIVE)</b>	Out-standing	Competent	Needs to Improve	Unsatis-factory	Not Applicable
29. Able to organize work for others as appropriate					
30. Offers suggestions to improve procedures or methods					
31.					
32.					

Comments on Other Factor

**SECTION II: SUMMARY EVALUATION**

**OUTSTANDING**     
  **COMPETENT**     
  **NEEDS TO IMPROVE**     
  **UNSATISFACTORY**  
 (Performance Assistance Plan)

**SECTION III: EMPLOYEE'S COMMENTS**

I have read this evaluation and have had a conference with my supervisor.....  YES       NO  
 I agree with this evaluation .....  YES       NO  
 If "NO", you may submit written comments regarding specific areas with which you disagree. These comments must be submitted within 10 working days.  
 I plan to submit written comments to the Human Resources Division within 10 working days.....  YES       NO

\_\_\_\_\_ Date      \_\_\_\_\_ Date  
 Signature of Supervisor      Signature of Employee

In signing the Classified Personnel Performance Evaluation, the employee acknowledges having seen and discussed the report. The employee's signature does not necessarily indicate agreement with the conclusions of the supervisor. The employee has the right to make comments regarding this evaluation. These comments must be submitted within 10 working days to the Human Resources Division. Both report and comments will be filed in the employee's personnel folder.