



## Classified Employee Evaluation

Name \_\_\_\_\_ Job Title \_\_\_\_\_

Assignment (School or Department) \_\_\_\_\_

<b>Quality of Work</b> Consider accuracy and neatness	**Very poor	**Not entirely acceptable	Acceptable accuracy and neatness	Very neat and accurate	Exceptionally neat and accurate
<b>Quantity of Work</b> Consider volume of work produced consistently	**Unsatisfactory output	**Limited: Does just enough to get by	Average output	Above average producer	Exceptional output
<b>Initiative</b> Consider originality and resourcefulness	**Lacking	**Routine Worker	Occasionally shows initiative	Better than average	Outstanding
<b>Accepts Responsibility</b> Consider amount of supervision required and application to work	**Unreliable and inattentive	**Needs frequent supervision	Generally reliable and attentive to work: follows instr. carefully	Very reliable, conscientious; needs little supervision	Extremely reliable and industrious
<b>Report with Others</b> Consider cooperation with associates and supervisors	**Extremely uncooperative	**Reluctant to cooperate	Adequately cooperative	Very cooperative	Unusually cooperative

**Other Comments (include any area needing improvement)\*:**

**Overall Rating**     **Unsatisfactory**     **Satisfactory**     **Excellent**

Supervisor(s) \_\_\_\_\_ Date \_\_\_\_\_

Supervising Administrator \_\_\_\_\_ Date \_\_\_\_\_

This report has been discussed with me in conference with the evaluator. I have the right to respond in writing within five (5) working days and my response will be appended and filed with this evaluation. *My signature does not necessarily signify agreement.*

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

**Employee Comments\*:**

\*For additional comments, use separate sheet.

\*\*Any checks in these areas must have an explanation.